

ACTON COMMUNITY HOUSING CORPORATION
Minutes Tuesday, June 11, 2024 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, June 11, 2024 at 7:00 pm via Zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bob Van Meter, off-Board Clerk Lara Plaskon, Bernice Baran, and Treasurer/associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting.

Lara and 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** – Motion to approve minutes of 5/14/2024; seconded and approved via unanimous roll-call vote.
- **Financial Report** - Dan summarized the financial report as of 5/31/2024. Dan and Janet confirmed that they had reviewed the final financial report. Motion to accept financial report as of 5/31/2024; seconded and approved via unanimous roll-call vote.
- **Regional Housing Services Offices Update**
 - June 4th was the last RHSO update meeting for retiring AHA Executive Director Kelley Cronin.
 - HPP update – See tonight’s appointment with Planning Director Kristen Guichard
 - MBTA zoning bylaw: Article sent to AG’s office for approval; Planning Department is finalizing the accompanying map
 - Powder Mill Apartments – Developer still needs to negotiate with the Water District. Expects to break ground this summer and currently is clearing the site.
 - 68 Parker St –Representative was before the Conservation Commission seeking conditional approval of the proposed lines for sewerage so the owner can start marketing.
- **Chair Update** – Janet encouraged members to attend the Habitat for All workshop, Tuesday, 6/18/2024, 7:30 pm, Room 204, and complete the related survey on the Town website.
- **Member Updates** – Bernice provided an update about the retirement reception honoring AHA Director Kelley Cronin.

II. New Business

- **7:00 pm Appointment: Proposed Housing Production Plan Update**

The committee heard from Planning Director Kristen Guichard about the proposed update of the current Housing Production Plan, which expires in May 2025 (adopted 2018, updated 2020). She is proposing to form an advisory group comprising representatives of various Town committees, with work to begin in the fall. The Regional Housing Services Office will assist with the compilation of data. Planning has received two proposals in response to the Town's request and has applied for a state grant via the One-Stop program and will hear in 9/2024 whether the request has been approved. The 2018 HPP update cost 20K. The new update will cost more, around 40K, but also include a more robust public-outreach process. Committee members were prepared to cover the cost of the HPP update if the Town's One-Stop application were unsuccessful. Motion to approve; seconded and approved 4-1 by roll-call vote. Dan, who dissented, was not sure that ACHC should cover the full 40K and would like to see the proposals.

- **Community Preservation Act award letter, 5/29/2024**

Dan had a concern about the third paragraph of the award letter, which suggests that ACHC must assure that recipients of CPA-funded grants comply with state requirements for participation of minority/women-owned businesses. Janet can confer with the Planning Department but doesn't think that provision will have practical impact on ACHC, given that the developers receiving CPA funds have had experience in developing affordable housing and rely on staff members and consultants to assure organizational compliance with applicable requirements.

- **Election of 2024-2025 ACHC Officers**

Janet is prepared to continue as Chairman, Bob as Vice Chairman and Dan as Treasurer. Motion to approve the Chairman, Vice Chairman and Treasurer; seconded and approved by unanimous roll-call vote. Given the demands of her new job, Lara needs some assistance with the Clerk responsibilities and wondered if RHSO could provide some support. Janet will check with the RHSO. Bernice said that she was willing to assist sometimes with minutes but did not wish to assume the role of Clerk.

III. Old Business

- **MBTA Communities zoning proposal**: Discussion & possible votes on ACHC position(s) for delivery at upcoming Acton Town Meeting(s). General agreement that ACHC should formally support the MBTA Communities proposal, which will

require 10% affordable units. Some discussion of the possibility of increasing the 10% to a higher percentage, such as 15%, though the bar for state approval of a higher percentage also is higher and Lexington failed in its attempt to increase the percentage. Bob moved that ACHC support the adoption of the MBTA Communities zoning with the added provision that after the zoning is in place, the Town explore the possibility of an increase to 15% affordable units; Bernice seconded. Unanimous approval by roll-call vote.

IV. Future Agenda Items

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

Motion to adjourn around 8:30 pm. Seconded and approved unanimously by roll-call vote.

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

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda 6/11/2024

Bank & Housing Funds report through 5/31/2024

5/22/2024 Request for Quotes regarding proposed update of Housing Production Plan

2020 Housing Production Plan