

**ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
September 24, 2024, at 3:00p.m.
VIRTUAL MEETING**

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

Ms. Kolb called the meeting to order at 3:01 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.
- II. Approval of September 3, 2024 and September 17, 2024 minutes.

There was discussion of typographical errors and attendance that needed to be made.

Ms. Kolb made a request for a motion to approve the minutes as amended. Ms. Wingfield made a motion which was seconded by Ms. Baran.

Approve the minutes of the September 3, 2024 and September 17, 2024 minutes as amended.

And upon roll call the “Ayes” and “Nayes” were as follows:

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Peter Berry: Aye

Sahana Purohit: Aye for the September 3, 2024 minutes and Abstained from the September 17th meeting minutes.

The motion was approved.

- III. There was discussion of new units being constructed along Powder Mill Road that was discussed at the Select Board meeting. ACHC was approved \$40,000 by the Select Board for the cost of updating a Housing Production Plan. There was a reminder on the Forum for Inequality that is scheduled for September 30th.
- IV. There was no Executive Director update.
- V. New Business
 - A. Public Hearing for Capital Improvement and 5 Year Plan

Fran Arsenault spoke and thanked the Housing Authority Commissioners with assisting her with providing an update on their Board updates.

Francesca Belouin- Ms. Belouin informed the Board that she had sent a letter, along with other McCarthy Village residents, to Ms. Bible and to the board with concerns about McCarthy Village. Francesca referenced items in the community plan including drainage, painting, screen doors and need for new windows. She stated that the building is dirty and needs to be power washed. She mentioned concerns about wood that had been scraped for painting prepare, and that is now exposed. Ms. Belouin stated that the building gets dirty and needs more attention. Ms. Belouin also stated that they need help with Air Conditioning and removal.

Ms. Bible spoke to the work that has been done for the 5 year Capital Improvement plan since being Executive Director. This includes moving up in priority the painting of McCarthy Village. That the doors and windows are apart of the 5 year plan since we have been aware of the need, but not had the financial resources to address. Separately she referenced new EOHLIC policy that the state will no longer be assisting with replacement of fossil fuel based services. That the AHA is aware that we will need to be working on Air Source Heat Pumps the future at McCarthy that will make Air Conditioning available to residents at McCarthy as well.

Ms. Cronin spoke about work that has been done at McCarthy Village and how the AHA has been aggressive in advocating for resources since we are aware of the need. Ms. Cronin also referenced the community's assistance in providing local resources so that we could get work done.

There was discussion of the Commonwealth's bond bill and discussion of how the state may allocate resources. There was also discussion that some of the additional funding resources have been allocated in the CIP that is being presented.

Lee Thurmond-Mr. Thurmond feels that there are multiple promises that don't follow through. Wants to see the scraping that was done and has had wood exposed, be covered before winter at McCarthy Village.

Michael Burnham- concerned with dumpster size. Feels that it is too small and is full ahead of the pick up schedule. Would like to see the shoveling and prep done on stairs in the winter time, since it is slippery and snow covered at times.

Ms. Baran shared how appreciative she was that tenants were participating. She believes this is the first time that she has had tenants participate since she has been on the board. She would like an update from Ms. Bible about the concerns.

B. 2023 Audit

Ms. Bible reported that the audits had been completed and that there were no findings or concerns. The audit is substantial and includes rent collection procedures and protocols, rent calculations, repayments, expenditures. The only suggestion coming from the report was to expand our training on Computer Security awareness and procedures.

C. Low Bid Approval Project Fish #002104

Authorize approval of Low Bid of Kreative Designers for Project #002104 in the amount of \$37,775.00

Ms. Wingfield made a motion that was seconded by Ms. Purohit.

And upon roll call the "Ayes" and "Nayes" were as follows:

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Peter Berry: Aye
Sahana Purohit: Aye

The motion was approved.

D. Change Order Requests for FISH #002092 at Windsor Green, Driveway Project.

Authorize the approval of 5 Change orders for project #002092

Ms. Bible informed the Board that these change orders allowed for additional parking spaces to be labeled as Handicap parking spaces at the request of tenants, for repair or replacement of some drainage spots on property, to repair a step, and to pave a walkway.

Ms. Baran made a motion that was seconded by Ms. Purohit to to approve the change orders.

and upon roll call the “Ayes” and “Nays” were as follows:

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Peter Berry: Aye
Sahana Purohit: Aye

The motion was approved.

E. Policies and Fines Discussion

Ms. Bible shared with the Board concerns that have been brought to her by staff and residents. The Board had in the past approved a No Smoking Policy at all developments, with the exclusion of the scattered site condos. At the scattered site condos, it was left to the policy of individual Condo Boards. Staff are concerned about their own exposure when visiting these units and the damage that is being done to these units from ongoing exposure. Staff are requesting that the Board expand the policy to include all of the properties owned by the AHA. Separately, to have included in the policy the process for violations.

Separately the Housing Authority would like to plan for a fee structure for damages and cost to the units. The AHA is always willing to entertain a payment agreement for those in need, however the AHA is seeing an increased number of work orders or failed inspections from tenant caused damages.

Based on discussion Ms. Bible was given approval to work on updating the policy to include condos and a Fee Structure for damages.

VI. Old Business

Ms. Cronin discussed that the closing meetings have begun on McManus Manor. Meetings are happening regularly as the process is nearing finalization. The town’s sewer project has begun and is needed for us for McManus Manor.

Mr. Berry informed the Board that CPC was meeting that night and would be looking for updates on projects that had been funded. The McManus window project was discussed. We are currently waiting for the Commonwealth to both establish a Fish number for the project and also approve HILAP monies from this project so that we can use it for kitchen and bathroom updates. We are near completion of the window design project here at Windsor Green. We are also applying for HILAP monies to be able to install walk-in tub/showers for the first floor. We should be able to send an invoice for Design hours. Separately the CPC application for this year’s budget is due November 12th. We will discuss plans for this money at the next board meeting.

It was requested that Ms. Bible complete a calendar of planned Board meetings for the upcoming year.

VII. The Board reviewed the August voucher. Ms. Baran made a motion, which was seconded by Ms. Wingfield and unanimously voted in the affirmative to:

Approve the August voucher with a total expenditure of \$528,346.01 as presented.

and upon roll call the “Ayes” and “Nays” were as follows:

Nancy Kolb: Aye
Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye
Sahana Purohit

The motion was approved.

VIII. Ms. Kolb asked if there was any public comment and there was none.

Hearing no other comments, Ms. Kolb asked for a motion to adjourn. Ms. Purohit made a motion which was seconded by Ms. Wingfield and unanimously voted in the affirmative to:

Adjourn the meeting at 4:25 p.m.

and upon roll call the “Ayes” and “Nays” were as follows:

Nancy Kolb: Aye
Bernice Baran: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Sahna Purohit: Aye

The motion was approved.

Respectfully submitted,
Melissa Bible
Executive Director