

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

January 28, 2025, at 3:00p.m.
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Melissa Wingfield, Sahana Purohit
Also Present: Kelley Cronin, Melissa Bible, Maura Tsongas,
Absent: None

Ms. Kolb called the meeting to order at 3:05 p.m. 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 December 10, 2024 minutes.

Ms. Wingfield made a motion that was seconded by Mr. Berry to:

Approve the minutes of December 10, 2024, Board Meeting with the correction of spelling errors.

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

Nancy Kolb: Aye
Bernice Baran: Abstained
Peter Berry: Aye
Melissa Wingfield: Aye
Sahana Purohit: Aye
The motion was approved.

III. Board Update and Executive Director Update

The Board discussed Federal Funding freezes that had been announced in the previous 24 hours. Ms. Bible shared that they anticipated rents to be paid for February as HUD had already released those funds. There had been no other information disclosed to Housing Authorities beyond that. NAHRO and other Housing Assistance providers were reaching out for information to share as they received it. This unknown was creating anxiety and fear amongst clients, landlords, and staff. Separately the new Presidential Administration had announced new immigration practices that were causing concern amongst immigrant populations, some of which are serviced by the Housing Authority. Ms. Bible had a training scheduled for the following week to discuss policies and procedures to assist clients and the community.

IV. New Business

- A. Ms. Cronin was able to announce that the closing on the construction loans had finally been able to be completed for McManus Manor. There has been a site meeting held on the property where construction, maintenance staff, and town staff discussed initial staging and erosion protection. A story was going to be drafted announcing the closing and written for the Acton Exchange. Separately Ms. Cronin updated the board about a last-minute pre-sale discussion had with neighbors and the town. The neighbors of the abutting property had contacted the Town about items the previous owner had left on their property (with their previous permission) and whom they should contact. The neighbors were told by the Town Manager to contact Kelley Cronin. Ms. Cronin shared that they had informed the neighbors that they were not a part of this agreement, and they needed to contact the previous owners.

B. HILAP Application for Windsor Green

The Board discussed submitting the HILAP application to the Executive Office of Housing and Livable Communities. Mr. Berry made a motion, which was seconded by Ms. Wingfield to:

Approve the submission of the HILAPP application to EOHLC for Windsor Green, using the community preservation funds for the window replacement to leverage HILAP resources to make the first floor bathroom accessible by replacing the bathtubs with walk in showers, as designed by Andrew M. Brockway and Associates for a cost of \$686, 620.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

It was also requested that the Board re-vote on the approval of Andy Brockway for Fish #002098. The Board had previously discussed this, however there was no written documentation found of the vote. A motion was made by Mr. Berry and seconded by Ms. Purohit to:

Approve Andy Brockway as the Designer of Fish #002098 “Windsor Green Windows Project and Bathroom Conversion”

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

C. Laundry Proposal

After discussion with other local Housing Authorities and the Housing Authority Accountant, Ms. Bible reached out for information about local laundry vendors. Based on feedback, Ms. Bible contacted Automatic Laundry for information and estimates for their services. Automatic Laundry would provide new, ADA compliant, energy efficient appliances at Windsor Green and McCarthy Village. This would save staff time that is needed monthly to gather money for banking, save money, repair costs, and provide new appliances for tenants. Automatic Laundry offered two separate payment options for tenants that were included in the packet. Board members requested that Ms. Bible gather additional information on the size and comparability of machines and given the length of the contract, what the termination clauses would be.

D. HOTMA Updates

Ms. Bible provided to the Board necessary updates to the Administrative Plan for Section 8. These updates are required under the HOTMA changes that have been slowly implemented by HUD. Ms. Bible requested a motion to approve. Mr. Berry made a motion that was seconded by Ms. Baran to:

Approve the currently required administrative changes to the Acton Housing Authority Administrative plan currently in effect under HOTMA.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye
The motion was approved.

E. Substantial and Final Completion

Ms. Bible reported that the driveway at Windsor Green had been completed. She provided a punch list of items that had been previously noted for repair or finish, which had since been completed. Ms. Bible was looking for a motion for both Substantial and Final Completion of the project #002092. Mr. Berry made a motion that was seconded by Ms. Purohit to:

Approve the Substantial and Final Completion of Fish #002092 at Windsor Green.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye
The motion was approved.

F. Habitat For All

Mr. Berry discussed that the Planning Department is looking into modification and development of a Housing Plan to expand housing options in the community. The Board discussed that they would like for Ms. Kaila Sauer from the Planning Board to present to the Housing Commissioners at the next meeting. Mr. Berry was going to coordinate.

V. Old Business

Mr. Berry shared that the CPC will be deliberating determinations for CPC applications in February. He felt confident that the windows, that have been applied for for McCarthy Village, would be approved; however was unsure about the funding for the playground.

There was discussion of general information discussed at the Select Board meeting and community concerns regarding DEI and police interactions within the community at large.

An outline of planned Housing Authority Board meetings for 2025 was distributed and discussed.

There was discussion about Board members that are currently listed on bank accounts. Currently all board members are listed as signatories. Our current banking institutes are implementing policies that are requiring for Board members to attend at one time when changes need to be made to accounts, or to open new accounts, etc. Ms. Bible shared that it may be worth reducing the number of members listed as signatories. Ms. Wingfield and Mr. Berry both shared that they did not feel that they needed to be listed on the accounts.

Ms. Bible shared that there has been discussion and concern about the recently amended smoking policy. There is currently a table and pad in front of the development that has been used frequently by tenants that smoke. The table is located approximately 15-25 feet from the office and some apartments. Some tenants are looking to continue to use this space as a designated smoking area, especially since the newly added outdoor community space is “no smoking”. Other tenants feel that the 25-foot policy needs to also apply to this area. Ms. Bible was requesting Board member feedback. After discussion, Board members felt that the 25-foot distance should also be applied to this area and that the Housing Authority should look into other spaces to make available.

VI. Ms. Baran made a motion that was seconded by Ms. Wingfield to:
Approve the voucher in the amount of \$917,542.37.00 for the month of December 2024.
and upon roll call the “Ayes” and “Nays” were as follows:
Nancy Kolb: Aye
Peter Berry: Aye
Bernice Baran: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye

VII. Public Comment.
There was no public comment.

At 4:55 pm Ms. Wingfield made a motion that was seconded by Mr. Berry to adjourn.

and upon roll call the “Ayes” and “Nays” were as follows:
Nancy Kolb: Aye
Peter Berry: Aye
Bernice Baran: Aye
Melissa Wingfield: Aye
Sahana Purohit: Aye
The motion was approved.

Respectfully submitted,
Melissa Bible
Executive Director

Documents and Exhibits Used During the **January 28th meeting** include Automatic Laundry proposal and estimates, HOTMA guidance and proposed changes, Punch List for Fish #002092, Proposed 2025 calendar Voucher for December 2024