

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

February 25, 2025, at 3:00p.m.
VIRTUAL MEETING

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

Ms. Kolb called the meeting to order at 3:06 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. Meeting minutes were not available yet for the January meeting and was moved to the March meeting.
- III. Habitat For All

Ms. Sauer from the Planning Board gave a presentation on Habitat for All. Habitat For All is a possible By- Law Change that is being discussed. Ms. Sauer provided the Board with an overview including Power Point presentation of the Plan including the reasoning and intent. The topics included under the Potential By-Law change would address Housing Affordability and Needs, Sustainability, and the Climate Crisis. The Plan would be going to the Town Meeting for vote on May 5th and 6th.

IV. Board Update

Mr. Berry shared that a survey has been put out for the Housing Production Plan. Ms. Purohit shared that a Rally for Unity and Justice was scheduled for March 2 at the High School from 2-4pm. Ms. Bible and Ms. Purohit discussed that they would be attending Legislative Day at the State House. Ms. Kolb was hoping to attend as well.

V. Executive Director Update

Ms. Bible shared that maintenance staff were working hard with severe ice and weather changes. Ms. Mora had completed redeterminations and lease renewals for all of the tenants at McCarthy Village. We have leased up two new households in our elderly units. The Resident Service Staff were working on the first quarterly newsletter for the Acton Housing Authority. A Chinese New Year celebration was held at Windsor Green. Windsor Green has had 3 Mobile Food Pantries held on site this month. Ms. Bible and Ms. Mora have registered to attend a Tax Credit Training that will be needed for the units under construction at McManus Manor. Lastly Ms. Bible had registered to attend the Spring MA NAHRO conference. Lastly, Ms. Bible updated that she had attended a training by CHAPPA based on tenants right and the current Federal political climate. Ms. Bible informed the Board that notices were placed on office doors that appointments were requested based on guidance we had received. By having an Open-Door policy, it required an Open Door for all, including State and or Federal officials.

VI. New Business

A. McManus Manor

Weekly meetings have started on site. Ms. Cronin had met that day with Ms. Guichard and Mr. Mullen. It has been determined that blasting will be required on site due to ledge. Outreach to neighbors has begun to inform them. Ms. Cronin shared with the Board images for signage and building colors for their input. Colors had previously been discussed as part of the design, however as we get closer to deadlines, it was encouraged that the board review again. The Board wanted to continue to move forward with white, gray, and neutral colors. Signage was approved in green.

The Board discussed Requisitions that needed vote for payment. Mr. Berry made a motion that was seconded by Ms. Baran to:

Approve Requisition #1 in the amount of \$499,187.50 to Delphi Construction.

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.

Ms. Cronin asked the board what their opinion was on their level of involvement in planning moving forward. Generally, the board wanted to be involved in planning as it gets closer to construction. Ms. Cronin informed the board that they could let her know if they wanted to attend a construction meeting, have them present to the Board, etc.

At that time Ms. Cronin left the zoom meeting. When she did, the Zoom meeting inadvertently closed. Ms. Cronin then started the meeting back up and there was a brief break while members rejoined the meeting.

B. Laundry Proposal

Based on request for additional information in the previous meeting, Ms. Bible reached out to Automatic Laundry for more information. Automatic Laundry shared that the machines’ capacities would be the same or greater to our current machines. The Housing Authority was informed that due to the initial startup costs of the vendor, the contract would be broken only for cause. Based on tenant feedback, the Housing Authority was looking to remain with coin service. Ms. Bible was requesting a vote to approve the contract previously presented. Ms. Wingfield made a motion that was seconded by Mr. Berry to:

Approve the contract with Automatic Laundry, for a period of 8 years with coin service.

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. Top 5 Compensation

Ms. Bible provided to the Board the Top 5 Compensation Form as required for End of Year with EOHLC. The Top 5 compensation is based on actual pay received by staff. With multiple staff changes in the past year, there has been fluctuation compared to previous years. A motion was made by Ms. Baran and seconded by Mr. Berry to:

Approve the Top 5 Compensation schedule as provided and required.

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.

D. The Board was presented with end of the Year Financials completed by the accountant. Ms. Bible reviewed that rents had remained stable from the previous year. Maintenance and vendor costs have increased sharply. The Housing Authority was looking at ways to conserve costs as needed. Rents for our LIP units and Whittlesey Village have increased, however debts owed to the Housing Authority had also increased as a small number of tenants had left the Housing Authority with large debts owed. Ms. Bible was looking for a motion to approve the Year End Financials.

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

Approve the end of Year Financials as Required by EOHLC.

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. Capital Improvement Update

Ms. Bible shared her concern with information provided to her regarding the Capital Improvement Plan. Ms. Bible shared that she was informed by EOHLC that the only item approved on the Capital Improvement Plan submitted was the windows project for McManus Manor. Ms. Bible shared that she was informed that other projects were not approved to move forward due to overages in spending the previous year and anticipated project costs with labor and materials seeing sharp upturns. Ms. Bible had informed tenants at McCarthy Village of the news who were also equally upset. Since informing tenants, there had been some additional emails that had made some of the projects seem more likely though not finalized. Ms. Bible is continuing to work on understanding and advocating for needs and will continue to update the Board moving forward. However, given tenant frustration, it is important that the Board is equally aware.

F. Annual Report

Ms. Bible provided the Board with the updated Annual Report that was drafted for submission to the Town. There was discussion about wording and clarifications. Ms. Wingfield made a motion that was seconded by Mr. Berry to:

Approve the Annual Plan with corrections.

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.

VII. Old Business

Mr. Berry shared that the CPC will be deliberating determinations for CPC applications later that night. Mr. Berry felt confident that the windows project for McCarthy Village would be approved. There was discussion about the Playground and Garden application. Mr. Berry said that he would advocate for moving forward with approving the project with hope that we would be able to begin at least the Garden restoration while waiting to hear about the KaBoom playground, and we could possibly do the work in stages, as there was support for the need for a playground for residents.

VIII. Ms. Baran made a motion that was seconded by Ms. Wingfield to:

Approve the voucher in the amount of \$780,950.43 for the month of January 2025.

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

IX. Public Comment.

There was no public comment.

At 4:55 pm Ms. Wingfield made a motion that was seconded by Ms. Purohit 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