

ACTON COMMUNITY HOUSING CORPORATION
Minutes, Tuesday, July 8, 2025 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held July 8, 2025 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, Bernice Baran, Judy Hodge and associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting.

Janet recorded the minutes.

Audience: One citizen, Regina

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

I. Regular Business

- **Minutes** – Dan noted that his proposal—that ACHC allow 7 days before voting on requests for financial assistance—applied to any request and not just a developer request. Judy moved to approve the minutes as corrected, Bob seconded. Roll call vote, motion passed unanimously.
- **Financial Report**
Dan summarized the financial report through June 30, 2025.
 - Reimbursement very slow, still pending to ACHC (out of the state grant that Planning Department received) for ACHC payments post-1/21 to consultant J.M. Goldson for services relating to the 2025 HPP update.
 - Bob asked and Dan confirmed that the total-funds line on page 2 reflect all sources and not just the Cambridge Savings Bank account
 - Bernice asked and Dan confirmed that the reimbursement owing to ACHC from the Planning Department for the cost of the 2025 updated HPP is only about \$6K; she thought the amount owed was greater.
 - Judy asked and Dan confirmed that the gift funds are in the Town’s custody but belong to ACHC.
 - Dan and Janet both affirmed that they reviewed the bank statements.
 - Bernice moved to approve the financial report and Bob seconded. Roll call vote, motion passed unanimously.
- **Regional Housing Services Offices Update**
Janet reported the following from 7/1 RHSO update meeting:
 - Town Planner Kristen Guichard’s last day with the Planning Department will be 7/21; her first day as the new RHSO Executive Director will be 7/28; the

Assistant Planner, Kayla, and Nate will be the primary Planning Department contacts for RHSO.

- Administrative, other support for ACHC: via the unused funds from the state grant for the 2025 HPP update, which couldn't be used to reimburse ACHC fully for its coverage of the initial HPP update costs.
- Real estate issue to be covered later in tonight's agenda.
- Town Hall hours, change: M,W,Th: 8-4 pm; Tu (same): open in evening; F (same): open till Noon.

- **Chair Update**

None.

- **Member Reports**

None.

II. **New Business**

- Election of ACHC Co-Clerks for 2025-2026
 - Janet said that Lara plans to rejoin ACHC but would like a break from the Clerk responsibilities. So, as discussed during ACHC's meeting last month, Janet and Bernice will serve as Co-Clerks. Bob moved and Judy seconded to appoint Janet and Bernice as Co-Clerks for 2025-2026. Roll-call voted, motion passed unanimously.
- Proposed Executive Session on 7/14 or 7/15/2025: Confirm date, time
 - Janet explained that the owner of an existing affordable home would like to sell but the property needs work, and can't be listed for sale as an affordable unit absent the repairs. ACHC needs to provide its position/recommendation to the Select Board, which will be discussing the matter at its 7/21 meeting. ACHC agreed to hold the Executive Session on Monday, 7/14/2025, 7:00 pm via Zoom. Janet said that either the Planning Director or RHSO Director will be at the meeting to provide background information.
- Treasurer's proposal for 7-day delay before ACHC approval of any spending request exceeding \$10K: ACHC to discuss tonight, vote on at September meeting.
 - Dan explained the reasons for his proposal, referring to ACHC's recent history of making substantial financial commitments to affordable projects, with developers sometimes providing very short notice and giving ACHC little time for careful consideration of sizeable requests.
 - Members were receptive to Dan's proposal.
 - Bob agreed that having provisions in writing would be helpful, providing notice that ACHC needs reasonable time to consider requests for large financial assistance. Bob offered to draft some language for the 9/9 meeting.

III. Old Business

None.

IV. Future Agenda Items

None.

Dan moved to adjourn the meeting at 7:48 pm and Bob seconded. Roll call vote, motion passed unanimously.

The next special ACHC meeting will be an Executive Session on Monday, 7/14/2025, 7:00 pm (via Zoom)

The next regular ACHC meeting will be on Tuesday, September 9, 2025, 7:00 pm (via Zoom or in Room 126).

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda 7/8/2025

Draft Minutes, June 10, 2025

Bank & Housing Funds reports through 6/30/2025