

ACTON COMMUNITY HOUSING CORPORATION
Tuesday, December 9, 2025 (online via Zoom)

MEETING MINUTES

Pursuant to notice given, the Acton Community Housing Corporation (ACHC) held a regular meeting on Tuesday, December 9, 2025 at 7:00 pm via Zoom. Present and constituting an ACHC quorum for the purpose of conducting business were regular members Janet Adachi, Bob Van Meter and Judy Hodge, and associate member Dan Buckley, who arrived a few minutes late. Janet authorized Dan to be a voting member.

Janet recorded the minutes.

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

I. Regular Business

• **Minutes**

Janet postponed approval of the draft Executive Session Minutes of 7/16/2025 and 7/23/2025, and draft Minutes of 11/12/2025 until the January 2026 meeting.

• **Financial Report**

Dan summarized the financial report through November 30, 2025.

- Dan and Janet both affirmed that they reviewed Dan's financial report.
- Bob moved to approve the November financial report; Judy seconded. Roll call vote, motion passed unanimously.

• **Regional Housing Services Offices Update**

Janet reported the following from 12/2/2025 RHO update meeting:

- Acton Town Assessor C.J. Carroll is studying the local tax-exemption option in Chapter 59, Section 50 (also known as "The Good Landlord Tax Abatement"). Section 50, which the MA Legislature approved in 2023, gives municipalities the option of implementing a property tax exemption for landlords who provide affordable rentals. Among the potential issues that need further examination: landlords who seek a tax exemption based on residential units occupied by family members; the general concern that a tax exemption for one group of property owners will increase the tax burden for other property owners.
- RHO Executive Director Kristen Guichard would like to assist ACHC in strengthening standards for major grants to affordable projects, and will collect information on the standards of other RHO-member-towns.

• **Chair Update**

- 3 West Road closed in early November. Sold for 420K to Kanniard Realty

Group, Inc., Westford; deed recorded 11/10/2025; realtor commission split between seller & Town; Town paid 1500 attorney's fee; seller gets 212K (53% of 420K less 10,500 realtor's fee); Town gets 185,400 (47% of 420K less 10,500 realtor's fee & 1500 attorney's fee). Town already has received its share and set up ACHC account to hold funds.

- 11/21: Habitat project groundbreaking, 416 Great Rd. Very cold morning but enthusiastic crowd, including MA Sen. Eldridge & MA Rep Sena, 3 of 5 Select Board members (Dean Charter, Alissa Nicol, David Martin); retired Acton Town Manager Steve Ledoux, who is on Habitat Board. A number of speakers shared memories of special high school dates at Le Lyonnais. Janet didn't realize that she was on the program, so had to improvise some remarks.

Habitat LIP/LAU application still pending. Town & RSHO did extensive review of application, recommended changes. Habitat still applying for financing. ACHC hasn't yet paid out 60K commitment or finalized grant K. Dan noted that between Habitat's line of credit and ACHC's funding commitment, Habitat has less than one-half of what it needs for its proposed 660K budget. So he would prefer to hold off on paying ACHC's commitment until Habitat has increased its other financing commitments.

- Community Preservation Act funding application for FY2026: In tonight's meeting packet. Janet submitted application to Community Preservation Committee on 11/23 (dated 11/24, which was filing deadline). Janet conferred w/Treasurer Dan beforehand about financial information and he created the very helpful summary that is Exhibit 1 to the application .
- ACHC strategic plan: Janet will meet on 12/18 with Town Planner Kaila Sauer to discuss proposed use of unused funds from state grant for 2025 HPP update to develop strategic plan for ACHC.

Bob would like Planning Department to provide staff support to ACHC. He also wondered whether ACHC is ineligible for funding or other benefits available to MA housing trusts. If being a housing trust is advantageous, should ACHC consider converting to a housing trust? He can confer with MAPC.

Dan noted that ACHC's role has undergone mission-creep. The original focus was local initiative program (LIP) projects and 40Bs, as to which ACHC's role was advisory, working with developers and Selectmen. But that role changed, became more complicated when ACHC serendipitously acquired and became responsible for funds: mitigation fees and other funds that developers paid to the Town in connection with affordable housing projects, which funds, so-

called “gift funds,” went into accounts that the Town Finance Department held for the benefit of ACHC.

II. New Business

- Joint Meeting, 12/1/2025: With Select Board and Planning Department about MAPC’s feasibility analysis and recommendations regarding inclusionary zoning in the Town’s MBTA overlay district: Review and discussion. Janet, Bob and Judy attended the meeting in person. Janet noted that with Town Meeting’s adoption of the MBTA zoning, Acton already has a 10% inclusionary zoning standard at 80% area median income (AMI). Some attendees at Town Meeting asked whether the Town could have a higher percentage than 10% and/or serve a lower AMI, which in turn led to the Town’s examination of that issue. During the 12/1 joint meeting, there was consensus about a tiered approach, with different percentage standards for small projects (15 units and under) and larger projects (up to 100 units).

Bob noted that some Select Board members seemed interested in pushing the limits, with not only a lower applicable AMI (for example, 60% AMI rather than 80% AMI) but a higher percentage of allowable affordable units. He would prefer to avoid an inclusionary zoning provision that is overly complicated or pushes too far. Another issue, which MAPC raised during the presentation, is the potential impracticality of applying an inclusionary zoning requirement apply to very small complexes, under 10 units. One solution could be to exempt projects below 10 units, though some Select Board members might not support that.

Dan asked whether the 60% or 80% AMI standard was for renting or ownership, noting that 60% AMI is not a realistic income level for ownership. Some discussion of potential sites for affordable housing, including the Conant School, which the School District plans to close.

Next steps: Planning Board will discuss and work with the Town Planner and MAPC and report back to the other two boards in 1-2 months. The eventual goal is for the MAPC to do a write-up about the feasibility of the Town’s preferred option, which write-up will go into an application to the state for permission to use the proposed affordable-unit and AMI percentages, after which Town staff will develop the Town Meeting presentation.

- 2026 meeting schedule & room reservation: The draft schedule contemplates using Room 126 for any in-person meetings. Bob would like to have some in-person meetings.

Bob moved to adjourn the meeting at 8:03 pm and Dan seconded. Roll call vote, motion passed unanimously.

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda 12/9/2025

Draft Minutes: Executive Sessions of 7/16/2025 & 7/23/2025; Minutes of 11/12/2025

Bank & Housing Funds report through 11/30/2025

2026 meeting schedule/room reservation schedule (proposed)

CPA FY2026 application, filed 11/24/2025

Memorandum, 11/24/2025, from Kaila Sauer, Acton Planning Director, to John Mangiaratti, Acton Town Manager re MAPC Economic Feasibility Analysis of Inclusionary Zoning for MBTA Overlay District, and proposed slides for 12/1/2025 presentation to joint meeting of Acton Select Board, Acton Planning Board and Acton Community Housing Corporation