

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
FEBRUARY 28, 2017

Present: Bernice Baran, Nancy Kolb, and Robert Whittlesey  
Absent: Ryan Bettez and Ken Sghia-Hughes  
Also Present: Kelley Cronin  
Attending: Terra Friedrichs

Mr. Whittlesey called the meeting to order at 4:00 p.m. and explained the rules of the meeting.

1. The Board reviewed the minutes of the previous meeting. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the minutes of the February 7, 2017 meeting.***

2. Ms. Cronin reviewed with the Board Public Housing Administration (PHA) Notice 2017-05 regarding the new on-line Board member training which had been e-mailed to them prior to the meeting and was included in their packet. Ms. Cronin let Board members know the training needs to be completed by June 19, 2017. Directions on how to access the on-line training are in the packet and in the e-mail. Board members were encouraged to contact Ms. Cronin if they need assistance.

Ms. Cronin also reviewed PHA Notice 2016-40 regarding Department of Housing and Community Development (DHCD) guidelines for Executive Director contracts. Ms. Cronin included the notice and the DHCD addendum which is a draft job description in the Board packet.

3. Ms. Cronin reviewed the Housing Authority Hours of Employment and Leaves Policy. Currently the policy states that overtime is granted when a maintenance person works more than 8 hours as opposed to more than 40 hours in a week. The compensation time policy for administrative staff is applied for hours worked in the week. Most Housing Authorities and private sector employers grant overtime based on extra hours worked in a weekly period not a daily period. They also only apply overtime when all of the 40 hours in a week are worked, not when an employee uses vacation, personal or sick time for other hours in the work week. Ms. Cronin explained that the employee would reduce the number of hours paid by vacation or sick time in a work week as opposed to charging for overtime in weeks where all the hours being paid were not work hours but compensated absences. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Change the language in the overtime policy from “overtime will be accrued for all work performed in excess 8 hours per day” to “overtime will be accrued for all work performed in excess of 40 hours per week” and to add the language that “compensated absences are not used in calculating the hours worked for the purposes of determining overtime.”***

Ms. Cronin also discussed the possibility of updating the policy to allow for a sick time bank. The sick time bank would be for staff who have to take sick time which exceeds their earned allotment. Employees who have extra sick time could give it to the bank to be used to assist other employees. The Board recommended that the policy should require employees would need to get prior approval from the Director to use the sick time bank and provide documentation of the need. Ms. Cronin explained that new

employees who have not earned sick time but are the primary care takers of young children may benefit from such a bank and employees who have a prolonged illness. Ms. Cronin said she would draft something to bring to the Board for approval.

Ms. Cronin reviewed the most recent PHA Notice 2017-06 regarding Board elections. Ms. Cronin let the Board know that DHCD does not want Housing Authority's (HA's) to appoint new Board members when there is not a tenant Board member. HA's are to keep the position open until DHCD issues the new regulations that will provide guidance on how the tenant position is to be filled. The Board decided to wait until the new regulations are issued since DHCD has issued several contradictory public housing notices regarding the tenant board position.

Ms. Cronin reminded the Board that a walk-through of the Town owned property at 53 River Street has been scheduled. Ms. Kolb updated the Board on her conversation with Ken about the Community Preservation Committee. Her first meeting as the HA representative is coming up.

Ms. Baran let the Board know that there was a large development being proposed on Powder Mill that will be in both Acton and Maynard. A significant number of units will be added to Acton's affordable housing count if the development goes through.

4. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the January voucher (monthly list of accounts payable) as presented.*

5. Mr. Whittlesey made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*To adjourn the meeting.*

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments to the February 28 meeting:

Minutes of the February 7, 2017 meeting, Public Housing Administration Notice 2017-05 regarding the new on-line Board member training, Public Housing Administration Notice 2016-40 regarding DHCD guidelines for Executive Director contracts, Personnel Policies for Hours of Work and Leaves and January Voucher