

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

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

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 Mr. Bettez and unanimously voted in the affirmative to:

Approve the minutes of the February 28, 2017 meeting.

2. Ms. Cronin let the Board know that the audit company they hired, Guyder-Hurley, would be conducting their audit in May of the 2016 fiscal year. The Auditing Firm had a list of questions for the Board to answer and Mr. Whittlesey answered the questions and signed for the Board.

Ms. Cronin reviewed the State Department of Housing and Community Development (DHCD) Performance Management Review (PMR) with the Board. This is the first year of the PMR and it is a practice year for both DHCD and the Housing Authority's (HA's). DHCD issued guidance on how they wanted maintenance work orders categorized half way through the fiscal year being reviewed and provided training when there was only a quarter left in the fiscal year. The PMR noted the guidance to be followed and that the AHA had implemented it for the current fiscal year. DHCD also noted that the AHA had spent 11% less than projected for administrative salaries. Ms. Cronin has pointed out that DHCD subtracted compensated absences, (vacation, holiday and sick pay) from the salary and that the AHA actually was 2% over and within the allowed variance of plus or minus 10%. Overall the PMR was very positive and DHCD has asked if the AHA will do some best practice training with other HA's.

Ms. Cronin reviewed the Department of Housing and Urban Development (HUD) remote voucher management system review. HUD looked at 8 months of reporting in their on-line system and found less than 0.19% variance. The review identified a system issue with mid-month leasing. Ms. Cronin explained that the AHA's software vendor was updating their system to be able to flag mid-month lease ups so there would be no future variance. If an HA has a 3% or more variance HUD does an office review of all back up documentation for their reporting. The AHA was way below the threshold for further review.

Ms. Cronin reminded the Board that the on-line training must be completed by June and that Public Housing Notice 2017-05 regarding Board Training was in their packets with the links and instructions for the training.

3. The Board reviewed several updated policies- procurement, maintenance and a new credit card policy. The Board discussed the credit card policy. The AHA does not use credit cards for travel or food and only uses them for office or maintenance supplies for Loews, Home Depot and Staples. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

To update the procurement and maintenance overtime policy and approve the new credit card policy as presented.

Ms. Cronin updated the Board on the latest issue regarding the tenant Board position and reviewed DHCD's latest Public Housing Notice 2017-06 regarding Board Tenant Member Election. DHCD has been instructed by the Secretary of State to inform HA's that there are now only three elected Board members by the Town. DHCD still has not promulgated regulations for the tenant board position.

4. Ms. Cronin updated the Board on the property next to Lalli Terrace. Common Ground may develop some new units there. Ms. Cronin reminded the Board that the walk through of 53 River Street is scheduled for April 11 at 3.

Ms. Kolb let the Board know she attended the Community Preservation Committee and that the CPC will presenting all the items including the AHA application as one package. Ms. Kolb confirmed she received the application from Ms. Cronin to review in case there are questions.

5. Mr. Bettez updated the Board on the Main Street Committee. He said that the organization they had hoped could help with some site planning declined assisting. He asked the Board if they would be willing to provide some of the Community Preservation funding the AHA received for feasibility to help with the planning on the site. The Board discussed the need to use that money for AHA housing. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Authorize Mr. Bettez to offer up to \$15,000 to be used for affordable housing feasibility analysis on the Main Street parcel as long as the Town agreed to pay the \$15,000 back if an affordable housing project was not included in the plan on the site.

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

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

7. 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 March 28 meeting:

Minutes of the February 28, 2017 meeting, Questionnaire from Guyder/Hurley, DHCD Performance Management Review, HUD Quality Assurance remote validation review letter, Public Housing Notice 2017-06 regarding Board Tenant Member Election, Public Housing Notice 2017-05 regarding Board Training, Updated Procurement Policy, Updated Maintenance Overtime Policy, Credit Card Policy, Employee Acceptance and Agreement Form for Credit Card Policy, List of AHA Cards, authorized users and credit limit, February voucher