

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
OCTOBER 30, 2017

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey
Also Present: Kelley Cronin
Also Attending: Virginia Loftus and Danny Factor

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 as amended of the September 26, 2017 meeting.

2. The Board reviewed the Third Quarter Financials and Budget Revision for 2017. Ms. Cronin had sent the Board the budget revision and narrative prior to the meeting. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the Budget Revisions and certifications (as attached) for the State Public Housing Program's 400-1, 689 and AHVP.

Ms. Cronin discussed the process for submitting a capital plan again this year. There will be meetings for resident input again this year. The Board will need to prioritize projects and vote on a plan at the December meeting.

Ms. Cronin had sent the Board proposals for net metering credits. Power Options is reviewing the proposals and Ms. Cronin will make a recommendation based on their feedback at the next meeting. Ms. Cronin let the Board know there may be interest in placing solar panels on the roof or land at one of the developments as well.

3. Ms. Cronin presented the low-bid approval letter from the Department of Housing and Community Development (DHCD) for the Windsor Green driveway sealcoating and paving project. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize Ms. Cronin to enter into a construction contract with Superior Sealcoat for Windsor Green driveway repair project #002060 in an amount not to exceed \$73,050.

Ms. Cronin let the Board know that the dumpster fence and asphalt pad had been installed at McCarthy Village. The old trash area was not enclosed and the barrels would get covered with snow and rain making it difficult for seniors to use and the dumpster has a sliding door on the side which is easier to use. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the Certificate of Completion for the dumpster fencing project #002057 at McCarthy Village for \$9,165.42.

The Board reviewed the site plan and cost estimates from Baker/Wohl Architects. Mr. Bettez let the Board know that the feasibility analysis was expected the following week and it looked like the thirty unit proposal was the most cost-effective.

Ms. Cronin let the Board know she had e-mailed them the Executive Director contract guidelines from DHCD. She let them know that DHCD had proposed a new salary schedule which had not been released nor had the budget guidelines. This is going to delay the budget submittal this year by a couple of months. Usually the Board reviews the Budget with the accountant in November for approval, but it will not be until January this year.

Ms. Cronin reviewed the Progressive Discipline chart with the Board. Mr. Bettez noted that there was no mention of credit cards, so Ms. Cronin said she would add it for review at the next meeting.

4. Ms. Kolb let the Board know that the applications are due in two weeks for the Community Preservation fund. The Board discussed what to apply for. The Board instructed Ms. Cronin to submit a \$75,000 application for development funds and a \$75,000 application for capital funds to use for the siding and decking at McCarthy Village.

Ms. Baran updated the Board on Acton Community Housing Corporation activities. She let the Board know that Habitat would be applying for CPA funds for the two family on School Street.

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

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

5. Mr. Whittlesey opened the meeting to public comments. Mr. Factor suggested that the Board may want to consider opening for public comment multiple times during the meeting. He also let the Board know that the Commission on Disabilities was celebrating its 30th year and having an event at the Library. He also let the Board know that Green Acton's land use committee may be interested in speaking with the Housing Authority about solar panels.

Ms. Loftus said that the light was out in the trash area and that the trash area did not have asphalt and was smelly. She said that the recycling barrels needed to be labeled. Mr. Whittlesey mentioned that some items should be brought to the offices attention prior to meetings. Ms. Cronin said that the trash barrels are smelly and that the maintenance staff cleans them out regularly. She also confirmed that the trash areas were not paved and had dirt floors. She said this is an issue residents can raise as a possible capital project in the future.

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

To adjourn the meeting.

Respectfully submitted,

Kelley A. Cronin
Kelley A. Cronin
Executive Director

Attachments to the October 30th meeting:

Minutes of the September 26, 2017 meeting, third quarter financials, budget revision, narrative and certifications, DHCD low-bid approval memo for Superior Sealcoat, bid tally for Windsor Green Project 002060, solar net metering proposals, progressive discipline chart, site plan for senior housing on Main Street, dumpster fencing certification for payment, Community Preservation Application, September voucher