

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES
MAY 29, 2018

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey
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 Acton Housing Authority (AHA) April meeting. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the minutes of the regular and executive session meetings for April 27, 2018.

2. Ms. Cronin reviewed the e-mails she had forwarded to the Board correspondence between herself, the Department of Housing and Community Development (DHCD) and the AHA's fee accountant Howard Gordon. DHCD had reverted the budget due to the AHA undercharging DHCD the Executive Director's salary by 1%. DHCD did not want the AHA to use their discretionary funds to pay the 1% in salary, they want a strict proration based on number of units not amount of funding per program. Mr. Gordon made the revisions which added \$506 to the 400-1 program budget which the Board reviewed. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative that:

The proposed Operating Budget for State Aided Housing Program 400-1 for fiscal year ending 12/31/2018 showing total revenue of \$867,364 and total expenses of \$850,566 thereby requesting a subsidy of \$312,994 be submitted to the Department of Housing and Community Development (DHCD) for its review and approval

And

The proposed Operating Budget for State Aided Housing Program AHVP for fiscal year ending 12/31/2018 showing total revenue of \$149,010 and total expenses of \$149,145 thereby requesting a subsidy of \$149,330 be submitted to the Department of Housing and Community Development (DHCD) for its review and approval

And

The proposed Operating Budget for State Aided Housing Program 689 for fiscal year ending 12/31/2018 showing total revenue of \$35,917 and total expenses of \$35,949 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development (DHCD) for its review and approval.

Ms. Cronin reviewed the Performance Management Review of the AHA by DHCD that she had previously sent to the Board. The AHA did very well. DHCD wanted the AHA to create work orders for daily custodial and landscaping tasks. This means adding over 700 work orders into the system which had previously been tracked on monthly duty reports for the work days and weeks. DHCD also identified that the AHA had submitted one report of the more than 50 monthly and quarterly reports submitted late. The AHA had notified DHCD that when their windows system had been updated the

calendar reminders had been lost but DHCD still marked it on the PMR report. DHCD is revising their PMR's to not mark HA's that submit more than 90% of their reports on time. Of the 70 indicators on the management of the programs and budget the late report was the only issue identified.

Ms. Cronin let the Board know that the audit and agreed upon procedures review was ongoing and the report should be issued by the end of the summer. Ms. Cronin also let the Board know that the programmatic and budgetary reviews of the Local Initiative Program (Town funded condominium units) and Whittlesey Village had taken place. She was waiting for the written reports which she will forward to the Board but there were no issues during the review.

3. Ms. Cronin provided the punch list and certificates of substantial and final completion for the flooring replacement project #002063 for 27 Concord Road. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the certificate of substantial and final completion for the flooring replacement project #002063 and authorize the final payment to Talty Floors, Inc. for a total construction cost of \$22,000.

Ms. Cronin provided the punch list and certificates of substantial and final completion for the roofing replacement project #002066 for 27 Concord Road. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the certificate of substantial and final completion for the roof replacement project #002066 and authorize the final payment to Amx Construction for a total construction cost of \$17,750.

Ms. Cronin provided the punch list and certificates of substantial and final completion for the smoke and carbon monoxide replacement project #002059 at Windsor Green and McCarthy Village. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the certificate of substantial and final completion for the smoke and carbon monoxide replacement project #002059 and authorize the final payment for a total construction cost of \$19,459.67.

Ms. Cronin provided the Board with the revised job description for the Office Manager Bookkeeper which was approved by the Board.

The Board reviewed the draft inclement weather policy with additional language proposed by Ms. Baran. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the inclement weather policy with Ms. Baran's additional language.

The Board reviewed the draft air conditioner policy. The Board suggested some additional language to define the winter season as November 1st through May 1st and change family households to residents or lease holders. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the Air Conditioner Policy with language revisions.

4. Mr. Bettez updated the Board on the Main Street Committee and Mr. Whittlesey updated the Board on River Street activity.

Ms. Baran let the Board know that there had been some citizen organizing against the 40B projects. There were residents who were not neighbors or abutters of projects coming to the meetings and speaking against them.

Ms. Kolb let the Board know that there were upcoming Community Preservation meetings that she may not be able to attend and asked other members to attend when she was away.

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

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

6. Mr. Whittlesey asked if there were any comments or further discussion. There was no further discussion. Mr. Whittlesey made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

To adjourn the meeting.

Respectfully submitted,

Kelley A. Cronin
Kelley A. Cronin
Executive Director

Attachments to the May 29th meeting:

Minutes of the April 27, 2018 meeting, Budget Revision and Votes, E-mail communication between Ms. Cronin, DHCD and Mr. Gordon regarding Budget Revision, Performance Management Review,

Certificates of Substantial and Final Completion for projects #002063, 002066 and 002059, Air Conditioner Policy, Inclement Weather Policy with e-mail language from Ms. Baran, April Voucher.