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JUN 4 2014

TOWN CLERK  
ACTON

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

December 17, 2013

Present: Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey  
Absent: Bernice Baran  
Also Present: Kelley Cronin  
Attending: John Donoghue and Betsy Harper, Department Housing and Community Development

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the minutes of the November 26, 2013 meeting.*

2. John Donoghue and Betsy Harper from the Department of Housing and Community Development (DHCD) discussed replacing the existing heating system at Windsor Green with heat pumps. The Board and Ms. Cronin expressed concern regarding the ability of heat pumps to provide heat when temperatures go below zero. Ms. Cronin mentioned the brochures stating the heat pumps were good to -15 degrees. Ms. Cronin expressed concern that there would be no heat during extreme cold. Mr. Donoghue and Ms. Harper explained that there would still be heat just not at full strength. They stated that there would never be a time that the residents would not have heat. This was the biggest concern expressed by the Board and Staff. Ms. Harper told the Board that the construction funding would be provided by a Qualified Energy Conservation Bond. DHCD anticipates that Mass Development will issue the bond on behalf of Housing Authorities (HA's). Ms. Harper explained the bond would be paid by the Acton Housing authority (AHA) with the anticipated savings in utility bills. Ms. Harper stated that DHCD would provide additional subsidy to the AHA if the cost savings did not cover the financing of the bond. Ms. Cronin asked how DHCD was providing that commitment to the AHA and Ms. Harper said it was in the Contribution for Financial Assistance (CFA). Ms. Cronin reminded Ms. Harper that the State changed their funding commitment to annual CFA's and that there was no DHCD written guarantee that the operating subsidy would exist beyond an annual CFA. Ms. Harper said she would discuss this with DHCD and get back to the AHA. Ms. Cronin also expressed concerns about the aesthetic appearance of the external compressors. Mr. Donoghue said the compressors could be put on the lower level of the buildings and then screened. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the design phase of the heat replacement at Windsor Green.*

3. Ms. Cronin let the Board know that the siding and roof replacement project at Sachem Way had been completed. Ms. Cronin let the Board know that the project was completed early and that she was very impressed by the work of the contractor. She said the old buildings now blend nicely with the new and that the residents were very happy. She suggested Board members should take a drive by if they had not already. Mr. Whittlesey made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Approve the certificate of final completion and application for payment for the Sachem Way Siding and Roof Replacement Project No. 002027. Original contract amount \$412,600 with change orders of \$12, 924 for a final contract amount of \$425,524.***

Ms. Cronin let the Board know that the sump pump and furnace replacement project at 27 Concord Road had been completed. Ms. Kolb made a motion which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

***Approve the certificate of final completion and application for payment for the Sump Pump and Furnace Replacement at 27 Concord Road, Project No. 002029 for a total contract amount of \$20,945.***

4. Ms. Cronin updated the Board on operations and holiday giving. Over 39 families were assisted with holiday gifts which ranged from underwear to outerwear, toys and books. As usual the Acton community was extremely generous and Ms. Cronin will be sending thank you notes out in January. Mt. Calvary also provided meals to all of our seniors during Christmas week and the residents enjoyed them.

Ms. Cronin gave the Board a list of potential projects for the 5 year capital plan. The Board asked Ms. Cronin to make a final list of recommended projects at the next meeting. Ms. Cronin let the Board know she had a meeting with residents to solicit their input about priorities. Residents from Windsor Avenue and some of the condominiums attended. The request was the same as in past years, windows at the condominiums and changes to flooring at Windsor Avenue to reduce noise between units.

Ms. Cronin went over the memo she had sent them regarding staff compensation for the new development. Ms. Cronin let the Board know that several Housing Authorities paid their Executive Directors \$10-15,000 for their work on new developments, specifically Sudbury and Hopkinton. Ms. Cronin proposed paying each member of the staff in proportion to their pay for work performed on the new development. The total compensation to staff from development funds would be \$12,618 and be divided by the staff according to pay rate. Mr. Sghia-Hughes made a motion which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

***Approve staff compensation in the approximate amount of \$12,618 which would be used to pay each staff member for work performed on the development project at a rate commensurate to their pay.***

5. Ms. Cronin updated the Board on Whittlesey Village. She included in the packet the closing agenda for the permanent financing. She let the Board know the permanent financing should be closed by the end of the month.

Mr. Sghia-Hughes let the Board know that the Community Preservation Committee had received many more applications that there are resources for. The Board discussed the AHA's proposal for capital funds. Mr. Bettez expressed interest in having the AHA seek community preservation act funds in the future to increase the supply of affordable housing units.

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

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments for the December 17, 2013 meeting:

Minutes of the November 26, 2013 meeting, Memo from DHCD regarding the Quality Energy Bond available for the heat replacement at Windsor Green, Picture of heat pump on living room wall, Picture of heat pump external compressor, Certificate of Final Completion for Siding and Roof Replacement Project No. 002027, Certificate of Final Completion for Sump Pump and Furnace Replacement Project No 002029, E-mail correspondence between development consultant, Ms. Cronin and Board on staff compensation, Settlement Cost Statement for Whittlesey Village, November Voucher