

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES
DECEMBER 18, 2018

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Howard Gordon

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) November 27 meeting. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the minutes of the regular meeting for November 27, 2018.

2. Mr. Whittlesey welcomed Howard Gordon, accountant for the AHA. Mr. Gordon reviewed the proposed 2019 budget which had been sent to board members the week prior. Ms. Cronin had sent the Board the Department of Housing and Community Development (DHCD) budget guidelines a few weeks prior to sending the draft budget. Mr. Gordon pointed out that there was a 4% increase allowed for the non-utility expenses. The guidelines allowed for a 4% cost of living increase for the administrative staff. The maintenance staff whose hourly rate is controlled by the Department of Labor (DOL) and Ms. Cronin are not getting the 4% increase. The maintenance staff gets an automatic increase based on the DOL wage rates which are usually announced in April. Ms. Cronin's salary comes under a DHCD salary schedule and her proposed salary increase is 2.6% to stay within the salary schedule. Mr. Gordon reminded the Board that Ms. Cronin did not request to receive the full amount allowed last year so as not to get a higher percentage increase than the other administrative staff and is getting the remainder of the allowed increase in 2019. Ms. Cronin discussed the state funding does not provide enough operating money to keep up with the aging units and appliances. The capital money is helping with some needs and Community Preservation funds have been used to help with the exterior facades such as siding, roofing and doors but the funding does not keep up with the need to replace some of the interior needs such as kitchens in baths. The elderly developments are original, almost 40 years old and in need of updating. Mr. Gordon reviewed the budget. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Submit the proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program number 400-1 for fiscal year ending 12/31/2019 showing total revenue of \$579,372 and total expenses of \$873,941 thereby requesting a subsidy of \$309,971 be submitted to the Department of Housing and Community Development for its review and approval.

Submit the proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program number 689-1 for fiscal year ending 12/31/2019 showing total revenue of \$35,917 and total expenses of \$34,828 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval.

Submit the proposed Operating Budget for State-Aided Housing of the Acton Housing Authority Program number MRVP/AHVP for fiscal year ending 12/31/2019 showing total revenue of \$7,680 and total expenses of \$125,423 thereby requesting a subsidy of \$120,960 be submitted to the Department of Housing and Community Development for its review and approval.

Ms. Cronin let the Board know that DHCD and MA NAHRO were continuing their conversation about the Executive Director contract and that MA NAHRO is looking for Housing Authorities that would be willing to be plaintiffs in a suit against DHCD regarding the contracts.

3. Ms. Cronin presented a new utility allowance schedule for the Section 8 program. Mr. Bettez pointed out that the Boxborough and Littleton schedule were the same for electricity and inquired if Littleton provided electricity to Boxborough. Ms. Cronin said she would check to confirm that Boxborough received electricity from Littleton. Ms. Kolb made a motion, which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the 2019 Utility Allowance Schedule for the Housing Choice Voucher program.

Ms. Cronin presented the certificate of final completion for the McCarthy Village bathroom fan replacement project. There were no change orders for the project. Ms. Kolb made a motion, which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the certificate of final completion for the McCarthy Village ventilation project #002062 and authorize a final payment in the amount of \$2,857 to Gaffny Corporation Contractors for a total project cost of \$57,143.

4. Mr. Bettez reminded the Board that there would be a community meeting to discuss the top priorities for the Main Street site. The Board discussed outreach to the Main Street neighbors and Ms. Cronin said she would send out a letter to neighbors letting them know about the AHA proposal and give them contact information for questions or concerns. Mr. Bettez let the Board know about the other proposal being considered for the site.

Ms. Kolb let the Board know that the Community Preservation committee was looking at the AHA proposal favorably. Ms. Baran updated the Board on affordable housing projects that were in process around the Town. Mr. Whittlesey let the Board know that River Street had not met recently but was meeting in the new year.

5. Ms. Baran 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.

6. Mr. Whittlesey asked if there were any comments or further discussion and hearing none adjourned the meeting.

Respectfully submitted,

Kelley A. Cronin
Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the December 18th meeting:
Minutes of the November 27, 2018 meeting, Budget and Certification for 2019. Utility Allowance Schedule, Certificate of Final Completion for ventilation project #002062, November Voucher