

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES
July 30, 2019 at 4:00pm

Present: Bernice Baran, Ryan Bettez and Robert Whittlesey
Absent: Nancy Kolb
Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 4:04 p.m.

1. The Board reviewed the minutes of the June 25, 2019 meeting. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the minutes of the regular meeting for June 25, 2019.

2. The Board reviewed the quarterly operating statements and tenant account receivables for the second quarter of the fiscal year. The Board reviewed the proposal for the development consultant. One of the proposers did not meet the minimum threshold requirements. The Board determined that a meeting should be held in early August to interview the finalist. Ms. Cronin said she would schedule it.

Ms. Cronin let the Board know she had spoken with Kennedy Landscaping who had expressed some interest in being able to continue doing business on the Main Street site. The Board said that the Town needed to negotiate those details with the business. Ms. Cronin let the Board know that the Town said the AHA could do soil tests on the site. Mr. Bettez told Ms. Cronin he thought the Town may already have test results related to installing a septic system such as percolation tests.

Ms. Cronin reviewed the Regional Capital Assistance Team, (RCAT), memorandum of understanding and recommended that the AHA renew the agreement. Ms. Cronin said that her new project manager has been doing a very good job and she is happy with the extra help. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize Ms. Cronin to renew the agreement with the Regional Capital Assistance Team.

The Board reviewed the low-bid approval from the Department of Housing and Community Development, (DHCD) and the memo from the designer regarding references. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the contract for project #002069 to repave and reconstruct the sidewalk, parking lot and driveway at Sachem Way with Lazaro Paving, Corp. in an amount not to exceed \$184,000.

The Board reviewed the change order and certificate of final completion for the flooring replacement project at McCarthy Village. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve change order #1 decreasing the total contract by \$2,000 and the certificate of final completion in the amount of \$45,080.

Ms. Cronin updated the board on two other capital projects. The door replacement project at McManus Village has been bid and the architect for the Windsor Green sliding door replacement project plans to have the project bid for construction in the Spring.

Ms. Cronin let the Board know that the Town is expanding sewers in West Acton and asked if there was interest in having sewers at Windsor Green. The Board thought the cost would be too high.

3. Ms. Cronin let the Board know that the Community Preservation Committee (CPC) discussion on housing went well. The Board discussed applying to the CPC for pre-development money for Main Street.

Ms. Baran updated the Board on the Acton Community Housing Committee (ACHC) and let the Board know that the Common Ground application on Mass Avenue had not been funded.

4. The Board reviewed the June voucher. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the June voucher as presented.

5. Mr. Whittlesey asked if there were any comments or further discussion and upon hearing none Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Adjourn the meeting at 5:15pm.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **July 30th** meeting:

Minutes of the June 25, 2019 meeting, Quarterly Operating Statements and Tenant Accounts Receivable, Development Consultant Proposals, Regional Capital Assistance Team Memorandum of Understanding, West Acton Sewer Project Map and Discussion, Low bid approval and reference check memos for Lazaro paving for project #002069, Change Order and Certificate of Final Completion for flooring replacement project #002071, June Voucher