

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

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

Mr. Whittlesey called the meeting to order at 4:10 p.m.

1. The Board reviewed the minutes of the August 27, 2019 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 meeting for August 27, 2019.***

2. Ms. Cronin let the Board know that there are concerns about money management by the property manager at some of the condominium complexes the Acton Housing Authority (AHA) owns units in. One of the condominium associations called an emergency meeting of condominium owners and Ms. Cronin attended. At the meeting the condominium board let the owners know that they believed the property manager had misappropriated funds. The condominium association board was seeking permission to hire an attorney and accountant to investigate the bank accounts and try and get the money back. Ms. Cronin, on behalf of the AHA, and the other owners authorized the condominium board to move forward in getting assistance in trying to collect the stolen funds. Ms. Cronin let the Board know that the AHA owned units in three other condominium associations that the same property manager was involved in managing. Ms. Cronin let the Board know she had let the other condominium boards know about the allegations against the property manager. One of those condominium associations had since reviewed their accounts and found misappropriated funds as well and is moving forward on hiring an attorney. The other two condominium associations are slow to respond. Ms. Cronin let the Board know she would update them at the next meeting.

Ms. Cronin let the Board know that MA NAHRO is proposing to help manage the waiting lists for Housing Authorities (HAs) due to amount of work the new central waiting list is adding to HAs. Ms. Cronin also let the Board know that the audit was complete and the report should be issued by the next meeting.

3. Ms. Cronin reviewed the memo from Housing Partners Inc. (HPI) on the sequencing of steps for the development. Ms. Cronin let the Board know she did not have a draft agreement yet from the Town but would request it again. The Board reviewed the draft request for legal services for the Main Street parcel. The consultants suggested having two RFP's for legal services due to the 40B work being different from the rest of the project. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Issue a request for 40B legal services and a request for legal services for the development of the project.***

The Board discussed appointing a design review committee and possible members. Ms. Cronin said she would reach out to possible participants. The Board discussed getting an updated financial feasibility assessment from the consultants. Ms. Cronin let them know she would ask for one.

4. Ms. Cronin reviewed the bids for the exterior door replacement project #002072 at McManus Village. The low bid was reviewed and the contractor references checked by the architect whose recommendation and bill tally were in the Board packet. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the low-bid and authorize Ms. Cronin to enter into a contract with Alpha Contracting Associates, Inc. for project #002072 in an amount not to exceed \$62,150.***

5. Ms. Cronin reviewed the Housing and Urban Development (HUD) 5-Year Plan. The plan updates the goals for the AHA's section 8 housing voucher program and identifies policies that have been updated since the last 5-Year plan. The Board reviewed the plan which had received a certificate of compliance from the State. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the AHA Housing Choice Voucher 5-Year Plan for submittal to HUD.***

Ms. Cronin reviewed a property located at 101 Stow Street that was for sale as an affordable unit. The Acton Community Housing Corporation (ACHC) wanted to know if the AHA was interested in purchasing it for rent. The Board discussed the property and asked Ms. Cronin to let the ACHC know that the AHA was prioritizing the Main Street development but to thank the ACHC for the offer.

6. Ms. Baran updated the Board on ACHC business and let them know that Piper Lane was on the schedule for the Zoning Board. She said it continues to be a controversial proposal in the neighborhood.

Ms. Kolb reminded the board that the application for Community Preservation funds was due in November. The Board discussed applying for \$250,000 for the Main Street development. Ms. Cronin said the consultants had provided a pre-development budget of almost \$740,000 and that she had discussed with them applying to CEDAC for pre-development funds.

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

***Approve the August voucher as presented.***

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

***Adjourn the meeting at 5:10 pm.***

Respectfully submitted,  
Kelley A. Cronin  
Kelley A. Cronin  
Executive Director

Documents and Exhibits Used During the **September 30<sup>th</sup>** meeting:  
Minutes of the August 27, 2019 meeting, HPI memo outlining the timeline and sequencing of steps in the development process, HPI pre-development budget, RFS for legal services and 40B legal services, HUD

5-Year Plan, map of 101 Stow Street, Bid review and recommendation letter from AHA architect for door replacement project, bid tally for door project, August voucher