

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES
August 27, 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 4:05 p.m.

1. The Board reviewed the minutes of the July 30, 2019 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 July 30, 2019.

2. Ms. Cronin let the Board know that complaints about smokers at Windsor Green had increased. Residents complain that they must walk by smokers who sit at the table next to building 17. Ms. Cronin let the Board know that people also complained that tenants sometimes don't go to the table in bad weather and stand on their patios. Ms. Cronin explained she had told people that if they witness the smoking violations and are willing to go to court to testify the Housing Authority can take the tenant to court otherwise it is just hearsay and inadmissible. Ms. Cronin also told the Board the cigarette smoke detectors that she had wanted to buy are only available in bulk and in too big a supply for the AHA. Mr. Bettez said that his company has evicted tenants for smoking in units and Ms. Cronin said that unfortunately it might come to that at Windsor Green.

Ms. Cronin let the Board know that the State centralized waiting was continuing to cause serious problems for Housing Authorities (HA) across the State. Hundreds of applicants are not responding to HA letters causing long delays in turning over units and longer vacancies. Staff from DHCD are going to visit the AHA to get a firsthand view of the problem. Ms. Cronin said she would update the Board after the meeting. She also let the Board know that DHCD was coming out to the AHA to do the facilities condition review. They do the review to the condition and age of the building and site components to determine a need for modernization. It is part of a statewide formula used to determine how much capital money each HA receives.

3. Ms. Cronin reviewed the terms of the development consultant contract with the Board. The Board was comfortable with the terms and approved Ms. Cronin entering into a contract with the Housing Partners, Inc. The Board discussed next steps for Main Street. The Board asked Ms. Cronin to work with the development consultants on a request for services for an attorney. They also asked her to reach out to the Town to find out what the next steps were for transferring the parcel to the AHA.

Ms. Cronin reviewed the tenant feedback on the capital plan. She let the Board know that residents were asking for new windows, oven vents, rugs, lights at Sachem Way and appliances. Ms. Cronin said she explained to the residents that appliances are operating not capital expenses. She also reviewed the chart showing what projects had been completed at each development and how much money had been spent. Current projects are the driveway and parking lot at McCarthy Village, new doors at McManus Village and sliding doors at Windsor Green. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the 2020 capital plan.

Ms. Cronin told the Board she included the capital plan in their packet for Whittlesey Village for them to review and discuss at the next meeting.

Ms. Cronin reviewed the proposed office hours and holidays for the staff. The office staff can coordinate coverage, so the office is open to the public longer hours on Tuesday and Thursday. The proposed hours are Monday and Wednesday from 8-4, Tuesday and Thursday from 7-5 and Friday from 8-12. Ms. Cronin said that the Town of Acton gave their staff the Friday after Thanksgiving off as a holiday and asked if that could be done for the staff of the AHA as well. Ms. Kolb said the school Department gives the day off as a holiday as well. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the new office hours and additional holiday for the Friday following Thanksgiving.

Ms. Cronin reviewed the new wage match certification from the state. The certification is an acknowledgement that the AHA has read the guidelines and authorized staff has read the materials and been trained on how to use the wage match system. The Board authorized Ms. Cronin and Mr. Whittlesey to sign the certification.

4. Ms. Kolb let the Board know that the next application for community preservation funds was out and due in November. The Board discussed possible funding amounts for the Main Street property. Ms. Kolb brought up the Whittlesey Village development and suggested that the AHA should put a sign or rock with the names of the Board and Director with the date the property was built. The Board agreed that was a nice idea.

Ms. Baran updated the Board on Acton Community Housing Corporation activity. She let the board know that Acton was in safe harbor and the Piper Lane proposal was going before the Board of Appeals.

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

Approve the July voucher as presented.

6. Mr. Whittlesey asked if there were any comments or further discussion. Ms. Franklin let the Board know that she was the liaison from the commission on disabilities and would try to attend the meetings. Hearing no further comments Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Adjourn the meeting at 5:08 pm.

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

Documents and Exhibits Used During the **August 27th** meeting:
Minutes of the July 30, 2019 meeting, Development Consultant Contract, State Public Housing Capital Plan, List of completed and planned modernization projects, Email from Ms. Cronin to Board regarding

tenant requests for capital plan, Whittlesey Village Capital Plan, Office hours, state holiday hours, Memo from Town Hall with hours and holidays, Wage Match Certification, July Voucher