

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEETING MINUTES
June 30, 2020 at 4:00pm
VIRTUAL MEETING

Present Remotely: Bernice Baran, Ryan Bettez, Nancy Kolb, and Robert Whittlesey

Present Remotely: Nancy Kolb

Also Present: Kelley Cronin

Attending: Robert Hummel and Tom Gillespie

Mr. Whittlesey called the meeting to order at 4:00 PM via a virtual meeting with no Board members in physical attendance and broadcasted via Zoom.us virtual meeting platform called the meeting to order at 4:00 p.m.

1. Mr. Bettez read the script for remote meetings provided by the Town of Acton and Mr. Whittlesey conducted a roll call for attendance with all Board members being present remotely. Mr. Bettez explained the rules of the meeting.
2. Ms. Cronin updated the Board on the Governors guidance on phased reopening and briefly reviewed the office checklist and control plan. She asked the Board if they had any questions regarding the first quarter financials and quarterly bank account balances.
3. Ms. Cronin let the Board know that the Department of Housing and Community Development (DHCD) Designer Selection Committee had recommended five designers be reviewed by the Local Screening Committee. Ms. Cronin let the Board know that the Screening Committee will interview the five firms and make a recommendation to the Board at the July meeting.

The Board discussed the need to get the Option Agreement approved and decided to send a letter to the Board of Selectmen asking to get on their July agenda. Mr. Bettez said the AHA needed site control for the zoning and funding process. Ms. Cronin said she would draft a letter for their review. Ms. Cronin submitted a quote from Kirk & Company to conduct an appraisal of the Main Street property. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize Ms. Cronin to contract for appraisal services with Kirk & Company in the amount of \$5,000.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Cronin provided the Board with a quote from Universal Environmental Management for Phase I Environmental Site Assessment and Hazardous Materials Inspection Services (21-E) for Main Street.

Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize Ms. Cronin to contract for a 21-E study with Universal Environmental Management amount of \$2,900.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Cronin let the Board know she was being trained by the Department of Housing and Community Development on the Annual Plan reporting requirements and would review them with the Board at the next meeting.

4. Ms. Kolb discussed the positive news from Town Meeting. The Housing Authority proposal for Community Preservation Act (CPA) funding was approved. Ms. Kolb said no items on the CPA agenda were contested.

Ms. Baran let the Board know that the Acton Community Housing Committee was going to have Co-Chairs, Bob Van Meter and Janet Adachi and that Nancy Tavernier would continue as Treasurer for a year. The Board discussed the thank you notes for Nancy Tavernier, Roland Bartl and Peter Berry to thank them for their service upon their retirement.

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

Approve the May voucher as presented.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

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

Adjourn the meeting at 5:00 pm.

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **May 26th** meeting:

Minutes of the May 26, 2020 meeting, Draft Town Agreement for Main Street, Quotes from Kirk&Company and Universal Environmental Services, DHCD PHN 2020-23 on phased reopening, Governors COVID check lists and procedures, AHA COVID plan and posters, DHCD PHN 2020-06 on Annual Plan, First Quarter Financials, Quarterly Bank Account Balances, May Voucher