

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEETING MINUTES
August 13, 2020 at 4:00pm
VIRTUAL MEETING

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

Mr. Bettez 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. The Board reviewed the minutes of the July 28, 2020 meeting. Mr. Bettez made a motion which was seconded by Ms. Kolb to;

Approve the minutes of the regular meeting for July 28, 2020.

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.

3. Ms. Cronin discussed office and maintenance procedures during COVID and the State Department of Housing and Community Development (DHCD) guidance. Ms. Cronin explained that staffing would be impacted by school virtual learning schedules and some of the office staff needing to work from home while their children were home. Ms. Cronin explained that they would follow the Governor’s guidance of only having staff in office at 50% of capacity. The office will be staffed everyday with only 50% of staff working in the office and 50% working remotely. The maintenance staff continues to be on site daily using social distancing and personal protective equipment. Ms. Cronin let the Board know that DHCD had ceased all routine work orders and inspections due to COVID but wants housing authorities to start up again.

Ms. Cronin discussed upcoming capital projects and the impact of COVID. The Board agreed that the door replacement project at the family units could begin because there were barriers between the doors and the living spaces. The Board thought the sliding door replacement project for the elderly units should be delayed until the Spring because the doors open directly into the seniors living space. Ms. Cronin let the Board know the tree trimming and removal project was being bid.

4. Ms. Cronin asked the Board if they had any questions about the designer contract. Mr. Bettez had questions about who supervised the different contractors. Ms. Cronin explained that the architect hires some of the contractors, engineers, etc. directly and supervises all the work but so does Ms. Cronin. Ms. Cronin explained the AIA Contract is a State contract that the lawyer had reviewed and edited and approved. Mr. Bettez made a motion which was seconded by Ms. Kolb to;

Authorize Ms. Cronin to approve the price proposal and contract from Winslow Architects.

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.

The Board reviewed the Town Option Agreement. The Board wanted the escalator clause removed and asked Ms. Cronin to communicate that to the Town. Ms. Cronin said she would. Ms. Cronin let the Board know that the Town was meeting with the neighbors of Main Street to discuss the dog park and the easement.

Ms. Cronin reminded the Board that the Annual Plan hearing was in September. Ms. Cronin asked the Board if they had any questions regarding any of the updated policies that had been sent to them. Ms. Cronin let the Board know that the maintenance emergency list and charges had been longstanding practices of the Authority but DHCD wanted them to be policies. Ms. Cronin let the Board know that the records retention policy came directly from the State rules about record retention for Housing Authorities. Ms. Cronin reviewed the updates to the plans. Mr. Bettez made a motion which was seconded by Ms. Kolb to;

Approve the Language Access Plan as Amended.

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. Baran made a motion which was seconded by Ms. Kolb to;

Approve the Reasonable Accommodation Policy.

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. Baran made a motion which was seconded by Ms. Kolb to;

Approve the Maintenance Emergencies and Miscellaneous Charges and Emergency Maintenance and Records Retention Schedule.

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 that the Creative Placemaking project was funded and that she needed to let the residents who had expressed an interest on being on the committee know.

5. Ms. Baran updated the Board on Acton Community Housing Committee and asked Ms. Cronin to invite the new Chair and Vice Chair to a Board meeting.

Ms. Kolb said that the Community Preservation Committee was having a community hearing on the draft plan. She also reminded the Board that someone would have to fill in when she was away this winter.

6. The Board reviewed the voucher. Ms. Baran made a motion which was seconded by Ms. Kolb to;

Approve the June voucher. .

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.

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

Adjourn the meeting at 5:13 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

Documents and Exhibits Used During the **August 13th** meeting:

Minutes of the July 28 meeting, Draft Town Agreement for Main Street, Price proposal and contract from Winslow Architects, Main Street Appraisal, DHCD Public Housing Notice 2020-27 for Phase 3 Reopening, Creative Placemaking Award, Reasonable Accommodation Policy, Language Access Plan, Maintenance Charges and Emergency Lists, Record Retention Schedule, Email from DHCD regarding Creative Placemaking Award, Five year Capital Plan Projects, Annual Plan Calculator, Maintenance Plan Narrative