

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEETING MINUTES
October 29, 2020 at 4:00pm
VIRTUAL MEETING

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

Also Present: Kelley Cronin

Attending: Jim Snyder-Grant, Peter Berry, Janet Adachi, Lisa Franklin, Bonnie Lobel, Paulette Farmer, Terra Friedrichs, Karen Martin, Beth Farmer, Joe Will, Fred Kinch

Mr. Bettez called the meeting to order at 4:02 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom.

1. Mr. Bettez read the script for remote meetings provided by the Town of Acton and 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 September 29, 2020 meeting. Ms. Baran made a motion which was seconded by Ms. Kolb to;

Approve the minutes of the regular meeting for September 29, 2020.

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

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

3. The Board welcomed Janet Adachi, Chair of the Acton Community Housing Corporation (ACHC) to the meeting. Ms. Adachi let the Board know what the ACHC was working on and some of the areas they wanted to focus on over the next year including diversity, fair housing, inclusionary zoning, and some small housing projects.

The Board also welcomed Bonnie Lobel from the Council on Aging Board who is going to be the liaison to the AHA. Ms. Lobel let the Board know she would be attending meetings and making sure the two committees were communicating about issues which impact seniors in Acton. Ms. Baran said she was going to be the liaison to the COA Board. Ms. Lobel let the Board know she was interested in the housing project.

4. Ms. Cronin reviewed the budget revision which was included in the packet. Ms. Cronin explained that the State, through Department of Housing and Community Development (DHCD), was providing supplemental funding at a per unit rate to Housing Authorities to assist with paying for expenses related to COVID. The AHA was going to use the money to cover the costs of personal protective equipment, cleaning products, office dividers, technology costs, staff time spent cleaning and working

on COVID response. In order to receive the funds the Board has to revise the budget. Ms. Baran made a motion which was seconded by Ms. Kolb to;

Approve the budget revision and submit the certification to DHCD.

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

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

5. The Board discussed the Main Street design. Ms. Cronin let the Board know that the architects wanted feedback from them on several issues: how many laundry rooms, barrier free units, entrances, and trash areas. Mr. Bettez suggested there should be laundry rooms on every floor but the fourth which did not have room. The Board decided to have more than the minimum barrier free units and have four rather than two. The Board wanted the two entrances so residents could enter at each end of the building and also thought there should be two outdoor trash areas. Ms. Franklin spoke about the design guidelines of the Architectural Access Board. Ms. Cronin let her know the units would be universally accessible.

Mr. Bettez let the Board know he was moving in 2021. Mr. Whittlesey let the Board know he had spoken to Peter Berry who was interested in serving on the Board. The Board invited Mr. Berry to speak. Mr. Berry spoke about his history providing legal services to Housing Authorities, working for the Cambridge Housing Authority, and serving on the Acton Housing Authority Board. Ms. Cronin let the Board know she was doing outreach to residents and would host a meeting in December to educate them about the tenant board position so that they could make a recommendation of a tenant Board member and the position being vacated by Ryan to the Board of Selectmen, hopefully at the same time. Ms. Kolb made a motion which was seconded by Ms. Baran to;

Recommend Mr. Berry to the Board of Selectmen to serve the remaining term of Mr. Bettez.

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

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Ms. Cronin reviewed asked the utility allowance schedule and fair market rents set by Housing and Urban Development which the AHA uses to set the payment standards are based on. Mr. Bettez made a motion which was seconded by Ms. Kolb to;

Approve the utility allowances and payment standards for Acton, Boxborough, Littleton, and Maynard.

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

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye
Robert Whittlesey: Aye

6. Ms. Cronin let the Board know there had been no other comments received on the Annual Plan since the hearing held at the end of September. Mr. Bettez made a motion which was seconded by Ms. Kolb to;

Approve and submit the Annual Plan.

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

Bernice Baran: Aye
Ryan Bettez: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye

Ms. Kolb said that the Community Preservation Committee held a hearing on the draft plan and the Board had to decide what to submit for an application this year. The Board discussed and asked Ms. Cronin to submit another \$500,000 to go towards the purchase price or development costs. Ms. Cronin said she would bring a draft application to the next meeting.

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

Approve the August 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.

8. Mr. Bettez asked if there were any comments or further discussion. Fred Kinch introduced himself and said he was part of the Dog Park Committee. He let the Board know that he was going to be the liaison to the AHA from the Dog Park Committee and gave the Board an overview of the Board of Selectmen meeting to discuss the dog park location. Ms. Kolb thanked him for attending. Ms. Friedrichs mentioned that there was a lot of talk about the importance of diversity in the Town and the importance of very low-income housing. Mr. Bettez asked if there were any more comments and hearing none. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Adjourn the meeting at 5:44 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 **October 29th** meeting:

Minutes of the September 29th meeting, Script for Remote Meeting, Main Street Design Concepts and Timeline, Quarterly Operating Budget, Budget Revision and Certification, Utility Allowances and Payment Standards for Acton, Boxborough, Littleton and Maynard, Draft CPA Plan for Community Housing, September Voucher