

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS
MEETING MINUTES
November 24, 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, Lisa Franklin, Bonnie Lobel, Fred Kinch

Mr. Whittlesey called the meeting to order at 4:03 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom.

1. Ms. Kolb 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 except for Mr. Bettez who joined later in the meeting.
2. The Board reviewed the minutes of the October 29, 2020 meeting. Ms. Baran made a motion which was seconded by Ms. Kolb to;

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

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

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

3. Ms. Cronin let the Board know she would send them the draft budget for 2021 by email in advance of the December meeting and reminded them Howard Gordon had retired but his partner James Griffin, would attend the meeting.

Ms. Cronin reviewed her memo to the Board regarding the COVID funds the State had provided to Housing Authorities. Most of the funds are being used to pay for staff time cleaning and responding to COVID. Funds will also be used for materials and supplies needed to respond. Ms. Cronin requested that the two-maintenance staff receive an additional paycheck for the extraordinary measures they have had to undertake due to the COVID pandemic. Ms. Cronin also requested that the administrative staff receive a \$50/month stipend during COVID to cover the costs of using personal cell phones, laptops and computers from home to work. Ms. Kolb made a motion which was seconded by Ms. Baran to;

Approve a bonus for the two-maintenance staff and provide a stipend to the office staff for personal cellphone and computer use in the amount specified while working remotely during the pandemic.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

4. Ms. Cronin reviewed the current designs with the Board and asked for feedback regarding the number of accessible units, two bedrooms and trash areas. Ms. Cronin let the Board know that the design team had met with the Town Department heads and got good feedback from the Town staff. Ms. Cronin discussed having another community meeting in January to review the plan.

Ms. Cronin discussed problems she was having with tenants smoking marijuana in condominium units. Ms. Cronin said even though some condominium associations do not prohibit smoking in units some now do. Ms. Cronin explained now that marijuana is legal people can get it in forms that do not need to be smoked. Neighbors generally do not like the smell of marijuana and complain. Noxious odors are prohibited in the lease so Ms. Cronin asked the Board if they would be willing to include condominium units in the no smoking policy. Ms. Kolb asked Ms. Cronin to bring a draft to the next meeting for the Board to review.

5. Ms. Kolb updated the Board on Community Preservation Committee (CPC) activities and reminded the Board that the application for funding is due next month. Ms. Baran updated the Board on Acton Community Housing Committee (ACHC) activities and mentioned that they would be applying for CPC funds for a feasibility study. Ms. Baran said the ACHC wanted to see if it was feasible to create new housing units for people with disabilities. She also said funds would be applied for to pay for staffing.
6. The Board reviewed the voucher. Ms. Baran made a motion which was seconded by Mr. Bettez to;

Approve the October 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. Whittlesey asked if there were any comments or further discussion. Fred Kinch, from Dog Park Committee, let the Board know that the Board of Selectmen had approved the Main Street location. He said they would be applying to the CPC for funding for the park. Ms. Kolb asked if the design was the same and Mr. Finch said that it generally was. Mr. Whittlesey asked if there were any more comments and hearing none, asked for a motion to adjourn. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Adjourn the meeting at 4:58 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 **November 24th** meeting:

Minutes of the October 29th meeting, Script for Remote Meeting, Main Street Design Concepts and notes from meeting with Town, Memo from Ms. Cronin to the Board outlining use of COVID funds, October Voucher