

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
January 26, 2021 at 4:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Jeff Sacks, Bonnie Lobel, Lisa Franklin

Mr. Whittlesey 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 virtual meeting platform.

- I. Ms. Kolb read the rules of the remote meeting and Mr. Whittlesey conducted a roll call for attendance with all Board members being present. The Board reviewed the minutes of the December 15, 2020 and January 5, 2021 meeting. Mr. Berry pointed out that he was not a member of the Board for those meetings and would abstain. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

Approve the minutes of the regular meeting for December 15, 2020 and January 5, 2021.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Peter Berry: Abstained

The Board voted 3-0, with one abstention, the motion was approved.

II. New Business

Ms. Cronin welcomed Jeff Sacks, who is providing legal services to the Acton Housing Authority (AHA) for the Main Street development. Mr. Sacks reviewed the Town Option agreement with the board and discussed the easement offered by the neighbors of Isaac Davis Way. Mr. Sacks let the Board know that the agreement assumes that there will be a comprehensive permit issued by the end of 2021. Ms. Cronin let the Board know that the project eligibility letter was being submitted to the State before spring, which should allow for a zoning application to be submitted by late summer. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

Approve the Option Agreement with the Town and authorize Mr. Whittlesey to sign on behalf of the Authority.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye

The motion was unanimously approved.

The Board discussed the feedback received from the community meeting held to review the design on Main Street. Ms. Cronin let the Board know that Mr. Sacks would join the Board for the February meeting as well so that he can review the pre-development loan from CEDAC and the Board thanked him for coming.

The Board discussed the open position with Mr. Bettez, the Vice-Chair, resigning. Ms. Baran asked Ms. Kolb if she would be willing to serve as Vice-Chair and Ms. Kolb said she would. Ms. Kolb asked Mr. Berry if he would fill her former position as Secretary, and Mr. Berry said he would be happy to. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

Approve Ms. Kolb as Vice Chair and Mr. Berry as Secretary for the AHA Board.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Cronin presented the bids for the plumbing service contract. Mr. Berry suggested that the advertisements be sent to the minority and women business office at the State next time and Ms. Cronin agreed that was a very good idea. Ms. Cronin said the service contracts are advertised on the State websites such as COMMBUYS and the Central Register, but she would investigate other ways to market specifically to minority and women owned businesses. Ms. Kolb made a motion, which was seconded by Ms. Baran to;

Approve the plumbing service contract with N. B. Kenney Company, Inc.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Cronin updated the Board on her efforts to get a vaccine clinic for residents in the AHA senior units. Ms. Cronin let the Board know that the State had made residents of senior public housing the first priority in Phase 2 and that the State had held get ready webinars with housing authority staff, then changed the prioritization and took senior housing off the list. After complaints from the community the State added senior housing back on to the Phase 2 list but as the second priority. Ms. Cronin let the Board know that the Town Manager had put together a team to try and get vaccines from the State that could be administered to Acton residents so she was hopeful the Town will be able to administer vaccines locally. Ms. Cronin said she would keep the Board updated on progress. Ms. Cronin also reminded the Board the creative space making award letter was in their packet and she was pulling together a working group to meet in February.

III. Old Business

Ms. Baran gave an update on the Acton Community Housing Committee and encouraged Ms. Cronin to follow up with Janet Adachi on funding for the Main Street project. Ms. Baran also gave an update on the Council on Aging, (COA). Ms. Baran commended Bonnie Lobel, who is the liaison to the AHA from the COA, for her involvement and said how helpful she has been to Ms. Baran.

Ms. Kolb updated the Board on the Community Preservation Committee activities. Ms. Kolb said there have not been any follow up questions regarding the AHA project.

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

Approve the December voucher as presented.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

VI. Mr. Whittlesey asked if there was any public comment. Ms. Franklin mentioned the need for a personal care attendant and a second bedroom for some people with disabilities at the Main Street development. Ms. Cronin let Ms. Franklin know there were two 2-bedrooms planned. Ms. Baran made a motion, which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Adjourn the meeting at 5:39 pm.

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

Bernice Baran: Aye

Peter Berry: 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 **January 26th** meeting:

Minutes of the December 15, 2020 and January 5, 2021 meeting, Design for Main Street dated 1-20-21 and notes from meeting with Town to review design, MA COVID-19 Vaccine Distribution Timeline: Phase Overview dated 1-24-21, Plan, DHCD Creative Space Making letter to AHA, Quotes for plumbing service contract and contract for low-bidder, Town Grant of Option Agreement, December Voucher