

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
February 23, 2021 at 4:00pm  
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Robert Whittlesey  
Also Present: Kelley Cronin  
Attending: Jeff Sacks, Lisa Franklin, Paulette Farmer, Fred Kinch, Judy Hodge

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 January 26, 2021 meeting. Ms. Baran made a motion, which was seconded by Mr. Berry to;

***Approve the minutes of the regular meeting for January 26, 2021.***

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

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

The motion was unanimously approved.

II. New Business

Ms. Cronin welcomed Jeff Sacks, Esquire, who reviewed the CEDAC loan documents with the Board. Mr. Sacks outlined the terms of the loan and reviewed the documents that needed to be signed. Mr. Sacks let the Board know that these funds are for pre-development and are paid back by the lender who provides the permanent financing for the development project. Mr. Sacks let the Board know that if the project does not get financed, CEDAC usually forgives the loan. The Board reviewed the Certificate of Borrowers Clerk. Ms. Baran made a motion, which was seconded by Ms. Kolb that;

***The Acton Housing Authority be authorized to enter into, execute and deliver a loan agreement (the “Loan Agreement”) with the Community Economic Development Assistance Corporation (“CEDAC”) to borrow funds in the amount of up to \$400,000 (the “Loan”) to be used to pay certain technical assistance, site control and/or predevelopment costs relating to the proposed acquisition and development of 348-364 Main Street (the “Project”), and that,***

***The Acton Housing Authority be authorized, if required by the Loan Agreement, to execute and grant to CEDAC, as security for the Loan, a mortgage encumbering the Property, an assignment of the Corporation’s option (if any) to purchase the Property, and an assignment of the Corporation’s interest in and to the purchase and sale agreement (if any) for the purchase of the Property, and that,***

***The Robert Whittlesey, Chair, be authorized, acting individually, to execute on behalf of the Corporation the Loan Agreement, note, any mortgage, option to purchase or assignment of option to purchase required under the Loan Agreement and such other documents or instruments as they may deem necessary or desirable in connection therewith, that Bernice Baran, Treasurer and Kelley Cronin, Director be authorized, each acting individually, to sign on behalf of the Authority***

***requisition certificates for advances of the proceeds of the Loan, and that the execution of any of the foregoing shall be conclusively deemed to have been authorized by this vote.***

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 reviewed the year end certifications. Mr. Berry asked about the compensation form. Ms. Cronin explained that the maintenance staff has compensation in addition to their salary, but the administrative staff does not. Ms. Cronin explained the maintenance staff are paid a stipend when they carry the pager and are on call, receive overtime pay and received a bonus in 2020 for hazardous work during COVID. The administrative staff only received salary in 2020. The Board reviewed and approved signing the certifications for the Fourth Quarter financials which included the Top 5 Compensation Forms and Lead Paint certifications

Ms. Cronin presented the bid tally for the interior improvement project for a 705-C family unit at Great Road condominiums. There were six bidders and the architect checked the references of the low bidder and his recommendation was in the packet. Ms. Kolb made a motion, which was seconded by Mr. Whittlesey to;

***Authorize Ms. Cronin to contract with the low-bidder, CVC Installations, in the amount of \$45,100 for the interior unit improvement project #002074.***

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 other capital projects and let them know the sliding door project at Windsor was being bid as was the deck replacement project at the congregate facility.

### III. Old Business

Ms. Baran updated the Board on Acton Community Housing Corporation activities. Ms. Baran said the ACHC discussed the financial support they had agreed to provide to the Main Street project. Ms. Baran said if the AHA requested an additional \$75,000 in writing the ACHC would support it. Ms. Kolb made a motion, which was seconded by Mr. Berry to;

***Request an additional commitment of \$75,000 from the ACHC for the Main Street project.***

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. Kolb updated the Board on Community Preservation Committee meetings. Ms. Kolb let the Board know that the requests for funding this year far outweighed the amount available. She said there was strong support for the AHA proposal but she was not sure what amount would be funded.

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

***Approve the January 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.

- V. Mr. Whittlesey asked if there was any public comment. Mr. Kinch mentioned that the Dog Park had presented to the Community Preservation Committee for funding on February 9, 2021. Mr. Whittlesey asked if there were any other public comment and hearing none, Ms. Kolb made a motion, which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Adjourn the meeting at 5:10 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 **February 23<sup>rd</sup>** meeting:

Minutes of the January 26, 2021, Fourth Quarter financials and certifications, lead paint certification, Top 5 Compensation form, CEDAC loan documents, Project #002074 interior improvement bid tally and architect cover letter, January Voucher.