

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
June 29, 2021, at 4:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Dolapo Beckley, Lisa Franklin, Jim Snyder-Grant, Fred Kinch, Phil Reville, Maura Camosse-Tsongas, and John Winslow

Mr. Whittlesey called the meeting to order at 4:00 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 May 27, 2021, and October 15, 2020, meetings. Ms. Baran made a motion, which was seconded by Ms. Kolb to;

Approve the minutes of the regular meetings for May 27, 2021, and October 15, 2020.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Peter Berry: Aye for May 27, 2021, abstained for October 15, 2020

The motion was approved.

II. New Business

Ms. Cronin told the Board that she wanted them to see the design prior to the last community meeting on July 15th before the zoning application. The designers would use the Board’s feedback and community feedback to inform the final plan that would be submitted for the comprehensive permit. Ms. Cronin said that the weekly design meetings were used to review the plans and all the input that has been received so far from the multiple community meetings held by the Acton Housing Authority, (AHA). She told the Board working with Winslow Architects and the design team, including the development consultant, Maura Comasse-Tsongas, has been a pleasure and asked John Winslow to introduce the members of the design team. John reintroduced Phil Reville and said he would be making the presentation.

Mr. Reville went through the site plan, landscape plan and floor plans pointing out where the community spaces were on each floor. Ms. Kolb said she thought the plans looked fabulous and asked about how much light would be available through the windows. Mr. Reville talked about the size of the windows and the light coming into the hallways through the connective spaces. Ms. Baran said she would prefer all one color on the exterior and Ms. Kolb said she did not like red. Ms. Cronin said the red should be removed for the community meeting and the designers can provide some color samples for the board to review at a future meeting. Mr. Berry mentioned the designers should look at Town Hall to see some historic colors that might be appropriate for consideration. The Board allowed for public comment at this time. Mr. Snyder Grant said he liked a darker color between the buildings and asked if you could walk around the whole building. The architects showed where the paths were and explained some exterior areas may have a grade that is too steep for accessible walkways and that

there would be a walkway to the sidewalks on the road. Ms. Cronin asked Ms. Camosse-Tsongas to review the process going forward. She explained that the next step after the community meeting was applying for a comprehensive permit and then applying for financing in the January funding round. Ms. Cronin thanked the design/development team for attending and reminded the Board that the community meeting would be held on July 15, 2021.

Ms. Cronin let the Board know that there was a vacant unit in the Local Initiative Program and that the rent had to be approved by the State and Town. The State has approved the rent and Ms. Cronin has sent a request to the Town so she can advertise the unit. Ms. Cronin also let the Board know that Lalli Terrace was losing some of its frontage due to the Kelly's Corner project. She also let the Board know that she was getting new quotes for Whittlesey Village insurance.

Ms. Cronin reviewed the updated Violence Against Women Act (VAWA) Policy. She explained that neighboring Housing Authorities join with the AHA to have an attorney keep their federal policies up to date including the Domestic Violence Policies. Ms. Cronin included a memo to the Board which explained how this policy is being updated to reflect the AHA's obligations relating to domestic violence, rape, sexual assault and stalking under MA law. The VAWA Policy is amended to include these updates. Ms. Kolb made a motion, which was seconded by Mr. Berry to;

Approve the amendments to the Violence Against Women Act Policy as presented.

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.

Ms. Cronin reviewed the contract with Minuteman Senior Services for resident services as provided in the grant from DHCD. Ms. Baran expressed concern that services to people with mental health issues was part of the service agreement with Minuteman and that she thought a mental health provider would be more appropriate. Ms. Cronin explained that most of the residents were seniors, and not residents with mental health issues, and that Minuteman was the senior provider for the three housing authorities involved. Ms. Cronin explained that Minuteman can help coordinate with the mental health provider if a resident at the senior development needed some additional support. Ms. Kolb made a motion, which was seconded by Mr. Berry to;

Approve the Community Care Coordination Agreement with Minuteman Senior Services for services to residents at the two elder/disabled housing developments.

and upon roll call the "Ayes" and "Nays" were as follows:

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

The motion was approved with one abstention.

Ms. Cronin reviewed the DHCD Public Housing Notice 2021-09 regarding Juneteenth. Ms. Cronin said the State and Town were making Juneteenth a holiday and let the Board know that they had to

authorize the AHA observing it as a holiday when the office would be closed as well. Mr. Berry made a motion, which was seconded by Ms. Kolb to;

Recognize Juneteenth as a holiday to commemorate the emancipation of slaves in the United States.

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.

III. Executive Director Update

Ms. Cronin discussed COVID re-opening guidance and asked the Board for input on the office being open to the public. The most recent guidance from DHCD had recommended that offices be open to the public by June 30, 2021. The Board discussed the fact that the staff have all been vaccinated and almost all the residents at the senior developments have been vaccinated through the AHA hosted clinics. Ms. Cronin let the Board know they had a plexiglass moveable panel at the public entrance which will be used to separate the public from staff until COVID 19 was no longer an issue. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Approve reopening of the office to the public and to continue to adhere to the COVID operations protocols, such as safe distancing.

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.

IV. Old Business

Ms. Baran updated the Board on Acton Community Housing Corporation activities and let the Board know that the presentation on the Main Street project was well received by the Committee.

Ms. Kolb discussed the approval at Town Meeting of the AHA application for Main Street. Ms. Kolb said the Community Preservation Articles passed unanimously. The Board expressed gratitude for the continued support for the Main Street housing project from the community.

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

Approve the May 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.

The Board discussed the next meeting. Ms. Kolb said she would be traveling on Tuesday, July 27th so the Board decided to have the July meeting on Monday, July 26th at 4:00pm and to continue meeting remotely through the summer.

- V. Ms. Kolb asked if there were any public comments. Ms. Franklin said that the remote meetings made it easier for tenants to participate. Mr. Kinch let the Board know the Dog Park was approved at Town meeting and they were getting a grant to get help with design. He asked for a copy of the septic plan for the parcel which Ms. Cronin said she would send him. Hearing no further comment Ms. Kolb asked for a motion to adjourn. Ms. Baran made a motion, which was seconded by Mr. Berry and unanimously voted in the affirmative to:

Adjourn the meeting at 5:45 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 **June 29th** meeting:

Minutes of the May 27, 2021, and October 15, 2020, meetings, Annual Plan Date Calculator, Memo Regarding Amendment to VAWA Policy, Minuteman Coordination of Care Agreement, Public Housing Notice 2021-09 Juneteenth Independence Day Guidance, May voucher