

ACTON HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 68 WINDSOR AVENUE, ACTON MA 01720
 MINUTES AUGUST 9, 2005

Present: Bernice Baran, Ken Sghia-Hughes, and Robert Whittlesey
 Also Present: Kelley Cronin
 Not Present: Jean Schoch, Dennis Sullivan

Mr. Whittlesey called the meeting to order at 7:10 PM.

1. Ms. Baran moved the approval of the minutes, as amended, from the meeting of July 26, 2005 which was seconded by Mr. Sghia-Hughes and voted in the affirmative.
2. Executive Director's Report
 - A. Meeting with Brenda Royer, Asset Manager from the Department of Housing and Community Development (DHCD)
 Ms. Cronin informed the Board that she had invited the DHCD Asset Manager to visit the AHA. Brenda Royer had never been to the AHA and toured the developments at Windsor Green and McCarthy Village. Ms. Cronin also drove her around to see the condominium units that the Housing Authority owns. Ms. Royer conducted a training for the staff on State regulations for maintaining the waiting list including assigning priorities and preferences.
 - B. Turnover at Windsor Green and McCarthy Village
 Ms. Cronin updated the Board about the amount of turnover the Housing Authority has experienced. This increases the workload of the office immensely, particularly the maintenance staff.
 - C. Tenant Issues
 Ms. Cronin updated the Board about some of the difficulty residents have living independently when they have a serious their mental illness. She will be meeting with the Department of Mental Health and Eliot Community Mental Health Services this month and in September to explore how they can be of assistance.
3. Old Business
 - A. Credit Checks
 The Board authorized the Director to enter into an agreement with TransUnion to conduct credit checks on applicants prior to lease up and existing tenants as part of the recertification process.
 - B. The Board approved using up to \$9,000 to pay for the staffing of the Family Self-Sufficiency Program if the grant is not renewed by the Department of Housing and Urban Development (HUD). The Section 8 reserve account will be used as suggested by Howard Gordon.
4. New Business
 - A. Purchase of Wampus Unit

Ms. Cronin reported that DHCD liked the idea of the Housing Authority purchasing a one bedroom condominium unit at Wampus instead of a two bedroom unit. This will enable the Housing Authority to move an over housed individual living in a two bedroom family unit to move to an appropriately sized unit. The vacated unit will then be available to a family. Ms. Cronin spoke to the developer who said he would get back to her to discuss a purchase price. The Board authorized the Director to issue an RFP for a one bedroom unit. The Board discussed making sure the unit was not on the ground level.

B. By-Laws Review

The Board would like to schedule a future date to make any needed changes to the existing By-Laws.

C. Mass NAHRO Question

The Board agreed that as part of the Missions and Goals process they would come up with evaluation guidelines for the Executive Director.

D. Discussion of Process for Mission and Goals

Mr. Whittlesey suggested the Board should consider a special meeting to develop Mission and Goals for the AHA. Mr. Sghia-Hughes suggested we should start by reviewing any existing Mission Statements that the Housing Authority may have.

E. The Board was not sure if there would be a quorum for the August 23, 2005 meeting. Ms. Cronin told the Board she would contact them to let them know if the meeting was cancelled or not.

5. Meeting Adjourned

Respectfully Submitted,



Kelley A. Cronin
Executive Director

