

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES

January 27, 2022, at 4:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Robert Whittlesey, and Melissa Wingfield
Also Present: Kelley Cronin
Attending: Lisa Franklin, Ann Corcoran, Vivian Birchall, Sahana Purohit, and Fred Kinch

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 14, 2021, and January 4, 2022, meeting. Mr. Whittlesey made a motion, which was seconded by Mr. Berry to;

Approve the minutes as amended of the regular meetings for December 14, 2021, and January 4, 2022.

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

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

The motion was approved.

II. Executive Director Update

Ms. Cronin updated the Board on MA NAHRO meetings with the State Department of Housing and Community Development (DHCD). Ms. Cronin let the Board know the Town’s process for the ARPA funding. COVID mask mandates and office protocols were discussed. Ms. Cronin updated the Board on the Resident Advisory Committee and let the Board know members would be attending trainings offered by the Mel King Institute. Ms. Cronin also let the Board know residents were raising concern over the water reports and that she had spoken to the Water Department.

Mr. Berry mentioned the Acton TV segment on the Acton Housing Authority (AHA). Vivian Birchall, who is the host of the Acton TV channel was invited to speak. Ms. Birchall said she was glad to be able to provide information to the community about affordable housing and that the AHA should think about doing a show regularly. Mr. Berry thanked MS. Birchall for such a professional product and show.

III. New Business

Ms. Cronin introduced Maura Camosse-Tsongas to review the need for the Home Rule Petition for Main Street. Ms. Comasse-Tsongas explained that many Towns have issued these petitions so that Housing Authorities can build housing more affordably. Ms. Comasse-Tsongas explained that it was to exempt the AHA from filed sub-bids but not prevailing wage and hiring goals and updated the Board on the financing application. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Approve the Home Rule petition and submit it to the Town. request support from the Town.

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

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

The motion was approved.

Mr. Berry wanted to send a thank you letter to the Select Board for the ARPA funding. Mr. Berry also discussed inviting the new Economic Development Director for the Town to a future meeting.

The Board reviewed the By-Laws and pointed out areas that need to be updated. Ms. Cronin presented a price proposal from Marcum for the annual audit and Agreed Upon Procedures(AUP). Mr. Berry made a motion, which was seconded by Ms. Baran to;

Authorize Ms. Cronin to enter into a contract with Marcum, LLP for the audit at a price of \$15,000 and AUP at a price of \$3,780.

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

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

The motion was approved.

Ms. Cronin let the Board know the maintenance staff has had to work a lot of weekends and holidays. She asked the Board for permission to get gift certificates for them from local restaurants. She was hoping they could use it for meals during the upcoming weekend storm being predicted. The Board agreed it would be a nice way to show appreciation for the work the maintenance staff is doing.

IV. Old Business

Ms. Baran gave an update on the Acton Community Housing Committee activities. Ms. Baran let the Board know the ACHC would be discussing the tenant position being proposed by advocates in Town. Ms. Kolb asked Ms. Cronin if she could get an estimate for the Windsor Green windows for the next Community Preservation Committee (CPC) meeting. Ms. Kolb let the Board know the CPC was in the process of discussing proposals.

Mr. Berry gave an update on the Green Advisory Board (GAB) and let the Board know that the Climate Action plan has been published but still open for comment. He also let the Board know that it was the GAB that first approved the appliance purchase for the AHA.

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
Nancy Kolb: Aye
Robert Whittlesey: Aye

Peter Berry: Aye

Melissa Wingfield: Aye

The motion was unanimously approved.

VI. Ms. Kolb asked if there were any community members who wanted to comment, and Ms. Cronin stated that Lisa Franklin had her hand up. Ms. Franklin spoke in favor of having a new tenant advocate position in Town. She spoke about how many tenants living in private housing don't have anyone to go to for assistance. Ann Corcoran was also recognized and discussed the tenant advocate position. Ms. Corcoran talked about the social service staff who work for the Town and assist tenants and raised concerns about Town finances in relation to creating a new position.

Ms. Kolb thanked Ms. Franklin and Ms. Corcoran for their comments and asked if anyone else wanted to speak, and hearing none asked for a motion to adjourn the meeting. Mr. Whittlesey made a motion which was seconded by Ms. Wingfield and unanimously voted in the affirmative to:

Adjourn the meeting at 5:20 pm.

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

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

Melissa Wingfield: Aye

The motion was unanimously approved.

Respectfully submitted,

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **January 27th** meeting:

Minutes of the December 14, 2021, and January 4, 2022, meetings, Select Board vote for AHA funds from ARPA, E-mail from Finance and Manager Departments regarding ARPA, DHCD PHN 2022-01 about COVID-Omicron, Home Rule Petition, Audit price proposal, 2022 meeting dates, December voucher