

ACTON HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 68 WINDSOR AVENUE, ACTON MA 01720  
 MINUTES  
 June 28, 2011

RECEIVED  
 MAY - 9 2012  
 TOWN CLERK, ACTON

Present: Nancy Kolb, Ken Sghia-Hughes, and Robert Whittlesey  
 Absent: Bernice Baran and Dennis Sullivan  
 Also Present: Kelley Cronin  
 Attending: Linda Morris, Theresa Moreland, Valentina Podluzhnaya, Mary Lou Chapski, Leo Petinow, Constance Taylor, Barbara Davis, Eileen Jansky, Virginia Loftus, Martin Segal, Mildred Gifford, Lisa Franklin, Linda Niemi, Sharon Craig, Paul Marino

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the minutes of the May 31, 2011 meet*

2. Ms. Cronin introduced the discussion of creating a smoking policy at Windsor Green. There was a community meeting earlier in June with residents of Windsor Avenue to discuss having a policy which would limit smoking on Housing Authority property. Over 30 Windsor Green residents attended that meeting. Ms. Cronin listed the Potential Policies the AHA may consider:

- o Do nothing and allow residents to continue to smoke in their units
- o Make all Housing Authority Property, indoors and out, smoke free
- o Make some existing buildings available to smoking tenants only (Has potential regulatory issues)
- o Make all buildings smoke free but allow smoking on patios and decks
- o Make all buildings, patios and decks smoke free, but allow smoking on the grounds
- o Allow existing tenants who smoke to continue to smoke but not allow new tenants smoke

The Board opened the topic to discussion. The following is a list of comments made by participants of the meeting.

*LM- Identified herself as a smoker and said there were more smokers at Windsor Avenue than people knew. She said that before she moved in she asked if she was allowed to smoke in her unit and was told yes. She feels that if there are*

*restrictions made on her smoking her rights will be taken away. She said she resents that her freedom to smoke may be taken away. She also she wants to be able to have friends who are smokers over and allow them to smoke on her patio. VL- Said she support universal no-smoking on the property of the AHA.*

*Suggested that smokers should be transferred to condominium units the Housing Authority owns in the other parts of town, perhaps in stand alone buildings. She said she had great sympathy for smokers and the difficulties of quitting. She said that residents who don't smoke are not perpetrating harm on other residents simply requesting a policy that will limit the harm of second hand smoke on them.*

*LM- Said that her Doctor just diagnosed her with COPD. She is not a smoker and her Doctor told her that the illness was caused by second hand smoke. She supports a total ban on Housing Authority property.*

*MS- Said that the evidence is overwhelming that second hand smoke is harmful to others. He said that smoking also contributes to residential fires. He does not want smoking in the units or on the patios or decks. He said the smoke will come in the windows and sliders. He said the smell in the buildings is awful and now there is a sweet smell people are using to cover up the cigarette smell that is bad as well.*

*MC- Said she use to help manage a property and that where she use to live there was a designated area for people to smoke away from other smokers. She would like to see that here and for people not to smoke in their units.*

*MG- Said she has health issues which are seriously impacted by second hand smoke. It makes it hard for her to breathe and she would like a total ban of smoking in the buildings.*

*LF- Supports total ban on smoking at Windsor Green.*

*TM- Expressed sympathy with smokers and said she use to smoke and it took her many times to quit. She said she did not want to have a 3<sup>rd</sup> heart attack as a result of second hand smoke.*

Written testimony provided to Ms. Cronin prior to the meeting from BD expressing her wish to have a smoke free development and from CS saying she does not want a no smoking rule.

The Board then looked at Capital Projects that had been identified as needing to be done at Windsor Green. Ms. Cronin listed the following items as being identified by staff, DHCD and/or residents as needing to be addressed:

1. Repair/Replace entry ramps
2. Door thresholds need to be flat and handicapped accessible
3. Storage space
4. Kitchen cabinets
5. Soundproofing between units on 1<sup>st</sup> and 2<sup>nd</sup> floor
6. Repair circular driveway
7. Repair/Replace vinyl tiles in hallways
8. Replace rear doors
9. Install bathroom vents

10. Install overhang at outdoor laundry room entrance
  11. Build more storage units
  12. Picnic areas for outdoor barbecues with permanent grills
3. The Board reviewed the Contract for Financial Assistance Amendment for designer services for the Boiler replacement project. The vote is attached.
  4. Ms. Cronin updated the Board on operations and the residents meeting. Ms. Cronin submitted an Alternate Work Schedule Policy for the Board's review. The policy is attached. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the Alternate Work Schedule Policy as presented.*

Ms. Cronin also updated the Board on the Sachem Way Development project. The Sudbury project was having financial feasibility issues and DHCD has said they will not fund the gap. Ms. Cronin also discussed the status of the North Acton Treatment Plants (NATCO) proposal to DEP for adding capacity to the system. The Board asked MS. Cronin to ask for a proposed agreement from NATCO.

5. The Board voted to appoint a member representative on the Community Preservation Committee. Mr. Whittlesey made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:


*Appoint Mr. Sghia-Hughes to represent the Acton Housing Authority on the Community Preservation Committee for a three year term.*

6. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the May voucher (monthly list of accounts payable) as presented.*

The meeting was adjourned.

Respectfully submitted,

  
Kelley A. Cronin  
Executive Director

Attachments: May 31, 2011 Minutes, Second Hand Smoke Fact Sheet from MA Dept. of Public Health, New England Journal of Medicine article on smoking regulations in Public Housing, HUD Notice on Non-Smoking Policies in Public Housing, Smoking Policy Discussion hand-out, DEP letter to NATCO, DHCD letter regarding amended CFA for boiler project, copy of CFA, Copy of Vote and Certifications for CFA, Alternate Work Schedule Policy, May Voucher



## ACTON HOUSING AUTHORITY

68 Windsor Avenue

P.O. Box 681

Acton, MA 01720-0681

(978) 263-5339 fax (978) 266-1408

TDD# 1-800-545-1833 ext. 120

[office@actonhousing.net](mailto:office@actonhousing.net)

### EXTRACTS FROM THE MINUTES OF A REGULAR MEETING OF THE ACTON HOUSING AUTHORITY HELD ON TUESDAY, June 28, 2011

The members of the Acton Housing Authority met in regular session at 68 Windsor Avenue in the Town of Acton, Massachusetts, at 4 p.m. on Tuesday, February 15, 2011. The Meeting was called to order by the Chairperson, and upon roll call, those present and absent were as follows:

PRESENT: Robert Whittlesey, Chairman  
Ken Sghia-Hughes, Assistant Treasurer  
Nancy Kolb, Secretary

ABSENT: Dennis Sullivan, Vice-Chair  
Bernice Baran, Treasurer

The following resolution was introduced by Nancy Kolb, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR CAPITAL  
IMPROVEMENT WORK PLAN  
FOR

STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN NO. 1004  
FOR PROJECT NO. 002019 FOR HOUSING PROGRAMS 667-2, 705-1  
and 705-3. NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE  
MEMBERS OF THE ACTON HOUSING AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Acton Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest to the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development, (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Executive Director of this Authority shall be, and is hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall be effective immediately. Nancy Kolb moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Ken Sghia-Hughes, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 3                      Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

## Alternative Work Schedule Policy (AWS)

The Acton Housing Authority is open for public business between the hours of Monday, Tuesday, and Thursday 7:00AM and 5:00PM and Wednesday and Friday, between 8:00AM and 12Noon (except during Holiday's and "state of emergencies". This means that any constituent, public official or general member of the public is able to communicate with a Housing Authority employee during those hours. The Alternative Work Schedule Policy (AWS) shall be governed by this basic requirement.

### Policy Statement

Policy of the Acton Housing Authority (AHA) is to allow the use of Alternative Work Schedules (AWS) where it is a viable management work option. AWS includes two options, Flexible Work Week schedule and Compressed Work Week schedule. The AHA recognizes the benefits of such work options for employees so both operational and employee personal needs can be addressed. Participation is voluntary and subject to approval by the Director. Participation may be discontinued by either party with 30 days notice.

## **Flex Time Work Week**

### Definition

Flex time is a schedule by which an employee may work alternative work hours within specific limits dictated by the needs of the job without change to total number of hours required in a work week.

### Guidelines

1. Schedule changes initiated by the AHA require a 30 day notice unless parties mutually agree to the change.
2. Employees on a flex time work schedule earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional five day weekly schedule.
3. Vacation and sick leave accrual schedules will not change. Vacation and sick leave use will reflect the hours scheduled for the workday. If an employee is scheduled for 7.5 hours on Monday and requests vacation for the day, 7.5 hours of vacation will be recorded on the time sheet.
4. There will be no change in the holiday schedule. Only the regular work day hours of holiday pay will be provided.

## Compressed Work Week

### Definition

A Compressed work schedule is a fixed work schedule which can complete the basic work week requirement working the same amount of required hours in less than 5 workdays.

### Guidelines

1. Schedule changes initiated by the AHA require a 30 day notice unless parties mutually agree to the change.
2. Employees on a compressed work schedule earn the same rate of pay and are eligible for the same benefit programs as if they were working on a traditional five day weekly schedule.
3. Vacation and sick leave accrual schedules will not change. Vacation and sick leave use will reflect the hours scheduled for the workday. If an employee is scheduled for 10 hours on Monday and requests vacation for the day, 10 hours of vacation will be recorded on the time sheet. The same for sick.
4. There will be no change in the holiday schedule. Employees will be paid for a regular work day time not to exceed 8 hours.

Board approved 6/28/2011