

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
January 28, 2014

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Present: Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey
Absent: Bernice Baran
Also Present: Kelley Cronin

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

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

Approve the minutes of the December 17, 2013 meeting as amended.

2. Ms. Cronin went over the end of year financial statements and certifications. The Board reviewed and discussed the end of year financial statements, certification of compliance with Lead Paint Procedures and Laws and Salary Certifications. Ms. Cronin pointed out that the end of year salary certifications identified the additional pay to all staff for the Whittlesey Village project. The Board approved the end of year financial, salary and lead paint certifications and signed them.

Ms. Cronin let the Board know that there had been no vacancies in the Acton Housing Authority units for several months. She also let the Board know that the Department of Housing and Urban Development (HUD) had restored some of the Section 8 funding cuts and that the Acton Housing Authority, (AHA) would begin issuing vouchers again. HUD has not provided final guidance on administrative fees or housing assistance payments for calendar year 2014 to Housing Authorities (HA's) yet.

3. Ms. Cronin went over the five year capital plan with the Board. The AHA held a meeting for all residents to give input on the plan. Ms. Cronin reported that residents from condominium units identified the need for new windows, kitchen cabinets and bathrooms. Windsor Avenue residents identified the need for more efficient hot water heaters and noise insulation between the first and second floors. No residents from Sachem Way attended. Ms. Cronin reminded the Board that the current plan includes the replacement of windows at the condominium units and that the State is replacing the hot water heaters as part of the heat replacement project at Windsor Avenue. There is not enough money in the capital plan to replace the kitchens and baths at all the existing units in the AHA portfolio. The capital plan calls for the replacement of some kitchens and baths over the next few years at turnover. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the capital plan as presented.

Ms. Cronin let the Board know that the State Department of Housing and Community Development (DHCD) had scheduled the inspection of the family units. She was concerned that DHCD was inspecting all the units within four months of each other instead of spreading the inspections of the AHA inventory out over 12 months. Ms. Cronin is concerned that having all the family unit inspections in the winter right after the McCarthy Village inspection puts an undue burden on the maintenance staff. Work orders are generated from inspections and during the winter months the maintenance staff priority is to try and keep the driveways, parking lots and roadways clear of ice and snow. Ms. Cronin let the Board know that the work order turnaround time from inspections will be delayed due to the prioritization of snow removal and the high volume of work orders due to the number of inspections.

4. Ms. Cronin presented the contract for financial assistance from DHCD for the design phase of the Windsor Avenue heat replacement project. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve Capital Improvement Work Plan 1006, Project No. 002035 for the Design of an air source heat pump to replace the existing electric resistance heat at Windsor Ave in the amount of \$8,601. (Board resolution and certifications attached.)

Mr. Whittlesey let the Board know he was attending a Citizens Housing and Planning Association, (CHAPA) sponsored focus group to discuss the restructuring of Housing Authorities (HA's). Mr. Whittlesey expressed his belief that reducing the number of HA's and creating mandatory regional collaborations would be a more efficient means of delivering housing services. Mr. Bettez expressed his view that it is important to keep HA's governed by a local body to ensure housing services to local residents and Town support of the HA's. Ms. Cronin let the Board know that the CHAPA group was comprised of members who were on Governor's Commission and that the Governor took the Commission's recommendations and then proposed the elimination of all HA's replacing them with State run regional authorities appointed by the Governor. Ms. Cronin also let the Board know that currently the Legislature is looking favorably on the MA NAHRO proposal, 80 legislators sponsored the MA NAHRO legislation, which proposed creating collaborations between HA's with incentives but not mandating them. Ms. Cronin let the Board know that there did not seem to be Legislative support for the Governor's proposal. Mr. Whittlesey let the Board know he would bring materials from the CHAPA group to future meetings. Ms. Cronin let the Board know she would continue to put the Governor's Reform proposal on the agenda for future Board meeting discussions.

Mr. Sghia-Hughes updated the Board on Community Preservation Committee activities. He believes the AHA proposal to replace doors at Windsor Avenue is being viewed favorably by the Committee and final decisions should be made by March.

Ms. Cronin reminded the Board that they were invited to the next Acton Community Housing Committee (ACHC) to discuss housing needs in Acton and possible uses of ACHC funds. The Board is interested in adding more affordable housing units and discussed possible locations and populations to serve.

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

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the January 28, 2014 meeting:
Minutes of the December 17, 2013 meeting, End of Year Financial Statements, End of Year financial certification, Lead Paint Certification, Salary Certification, Five Year Capital Plan, Contract for Financial Assistance Fish #002035 with Board Resolution and Certifications, December Voucher