

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
FEBRUARY 10, 2015

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

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

1. The Board reviewed the minutes of the previous meeting. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the minutes of the January 13, 2015 meeting.

2. Ms. Cronin updated the Board on operations. Ms. Cronin let the Board know that the Assistant Executive Director (AED), Linda Colby, was retiring at the end of June. Ms. Colby has served the Acton Housing Authority (AHA) for over twenty years administering the Section 8 voucher program and occupancy of the State program. Ms. Cronin wanted to discuss the possibility of having Ms. Colby assume the part-time Administrative Assistant position for a year to assist the new AED and the AHA with the transition. There are specific rules regarding how many hours/year a retired public employee can work and how much they can earn. The Board agreed that given Ms. Colby's in depth knowledge of the AHA programs that the AHA would be well served if she continued to assist in the part-time position. Ms. Cronin let the Board know she was going to post the AED position in the spring.
3. Ms. Cronin let the Board know the Chevrolet pick-up truck that was purchased in June of 2000 did not pass inspection due to the body of the truck deteriorating. There is no garage to store the trucks and they are working plows that are exposed to the elements, salt and sand. Even with the lack of protection the truck lasted fourteen and half years. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Surplus the 2000 Chevrolet, model 3500, (vehicle identification number 1GCHK34R7YR197313) and dispose of the asset by putting it out to bid.

Ms. Cronin let the Board know she would advertise the truck for purchase after the snow melts and the vehicle can be viewed.

Ms. Cronin requested permission to purchase a new truck. The other existing truck is a small dump truck with a plow and was purchased in January of 2009 and is already six years old. Ms. Cronin expressed concern that something could happen to the dump truck during the snow season and the AHA would be left with no vehicle to plow. Ms. Cronin presented a quote from MHQ, who has a State contract to provide municipal vehicles, for a Ford F250 four wheel drive pick-up truck with a plow. The quote was for \$33,775. The Board discussed the AHA accounts and determined that the truck should be purchased with the Family Housing Initiative funds (local programs). Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Authorize the purchase of the Ford F250 with plow from MHQ in an amount not to exceed \$33,775.

Ms. Cronin went over the End of the Year Financial Statements, Salary and Lead Paint Certifications. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve and sign the Acton Housing Authority Year End Financial Statements for State-Aided Programs 400-1, 689 and MRVP and the lead paint and salary certifications.

The Board reviewed the Executive Director contract for Ms. Cronin. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Execute a contract for the position of Executive Director with Ms. Cronin for a period of three years commencing on January 1, 2015 and ending on December 31, 2017.

4. The Board welcomed Ms. Virginia Loftus to the meeting. Ms. Loftus had requested an opportunity to discuss her desire to see some additional landscaping work, in particular trees, on the Windsor Green property. The Board agreed that inviting Dean Charter, Tree Warden for the Town of Acton, to a walkthrough of the property in the spring would be beneficial. Ms. Cronin said she would follow up with Mr. Charter.

Ms. Cronin let the Board know that the window replacement project had been completed. All of the windows at units the AHA owns in Colonial Pines, Yankee Village, Meadowbrook, Parker Village and Pillar House II. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the Certificate of Final Completion for the 705-C window replacement project #002032 in the amount of \$85,000.

Ms. Cronin updated the Board on the progress of the Windsor Green heat replacement project. There have been many delays due to weather but the project is going smoothly and the staff have been receiving favorable feedback from the residents. Ms. Cronin let the Board know that she was presenting the community room plans to the residents and would let them know what feedback she receives at the next Board meeting.

5. Mr. Sghia-Hughes let the Board know that the Community Preservation Committee would be voting soon on the proposals. Ms. Baran updated the Board on Acton Community Housing Committee activities.
6. The Board went into executive session.

The meeting was adjourned.
Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the February 10, 2015 meeting:

Minutes of the January 13, 2015 meeting, Copy of title for 2000 Chevy Pick-Up Truck, Quote from MHQ for a Ford F250, End of the Year Financial Statements, Lead Paint Certification, Salary Certification, Existing and proposed Executive Director Contracts, Certificate of Final Completion for Window Replacement Project #002032, Tenant Account Receivables