

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
December 16, 2014

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

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

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

Approve the minutes of the November 25, 2014 meeting.

Mr. Gordon went over the proposed budget for 2015. The Board asked Mr. Gordon specific questions about the budget. Ms. Cronin went over the proposed staffing increase. The staffing increase brings the administrative staff back to the levels in 2008 when the part-time office position was eliminated due to Section 8 administrative fee cuts. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the operating budget for State-Aided Housing Chapter 2000/667/705/689/MRVP, Program Number 400-1 for Fiscal Year Ending 12/31/2015 showing Total Revenue of \$527,870.00 and total expenses of \$807,956.00, thereby requesting a subsidy of \$269,586.00.

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

Approve the operating budget for State-Aided Housing Chapter 2000/667/705/689/MRVP, Program Number 689 for Fiscal Year Ending 12/31/2015 showing Total Revenue of \$110,714.00 and total expenses of \$5,760.00, there by requesting a subsidy of \$105,048.00.

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

Approve the operating budget for State-Aided Housing Chapter 2000/667/705/689/MRVP, Program Number 689 for Fiscal Year Ending 12/31/2015 showing Total Revenue of \$34,213.00 and total expenses of \$34,213.00, there by requesting a subsidy of \$0.00.

2. Ms. Cronin let the Board know that the audit had been completed and she has not been told the results yet but no issues of concern have thus far been raised. Ms. Cronin let the Board know that the holiday donations have gone well. Everyone who requested donations received assistance. The Acton Boxborough schools have been one of the major contributors again this this year. She asked the Board what they would like to see in the annual report and the Board wanted to discuss the need for more affordable units as well as to thank residents for assisting the AHA. They also wanted to mention the new condominium units coming on line.

Ms. Cronin presented the proposed payment standard for the housing choice voucher program. The payment standard is based on the fair market rents. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

To approve the following payment standards for the Housing Choice Voucher (Section8) program;

0 bedroom	1 bedroom	2 bedroom	3 bedroom	4 bedroom
\$1,071	\$1,196	\$1,1494	\$1,861	\$2,023

Ms. Cronin discussed the new heating system with the Board. She expressed her concern about the impact on residents of moving their belongings and furniture so that the condensers can be placed on the backside of the units. The Board wanted to go forward with putting the condensers on the back side of the building for the second floor units to retain some of the aesthetics of the development and keep the useable outdoor space for residents on the decks. Ms. Cronin let the Board know that the plumbing company had asked if they could do a vacant unit first. Ms. Cronin let the Board know that 5A is vacant and can be kept vacant until February so that the unit can be completed first and used as a model to help residents understand what work they need to do to prepare their units. The Board agreed with keeping the unit vacant to use as an example for the contractor and residents.

Ms. Cronin went over the results of the Request for Proposals (rfp) to purchase two units. There was only one proposal from Steve Steinberg for a duplex at the Meadows, units 39 and 41 Gabriel Lane. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Authorize Ms. Cronin to move forward with the purchase and sale agreement for 39 and 41 Gabriel Lane in an amount not to exceed \$250,000.

Ms. Cronin presented the results of the request for housing inspection services that was advertised. Two inspection companies responded and both were qualified and responsive. Ms. Cronin recommended selecting the lowest price proposal. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Authorize Ms. Cronin to enter into a contract with McCright and Associates for inspection services as proposed.

Ms. Cronin discussed the renovations of the community room space. Ms. Cronin recommended a local house doctor (from the approved list of State architects for HA projects) to assist with the renovation. Mr. Sghia-Hughes made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Authorize Ms. Cronin to enter into a designer services contract with Studio J2 for the renovation of the Windsor Green community room in an amount not to exceed \$2,750.

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

Approve the heat replacement project as proposed by ABCD and authorize Ms. Cronin to sign the letter agreeing to the terms as presented.

3. Mr. Sghia-Hughes updated the Board on Community Preservation Committee activities. Ms. Baran updated the Board on Acton Community Housing Corporation (ACHC) activities. The ACHC was very happy with the turnout for the Housing Production Plan.

4. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the meeting December 16, 2014:
Minutes of the November 25, 2014 meeting, 2015 State Aided Housing Budget and Certifications, Federal Department of Housing and Urban Development Fair Market Rent Schedule for 2015, Proposal for the Purchase of 39 and 41 Gabriel Lane, Proposals for Inspection Services, Action for Boston Community Development Agreement for Heat Replacement, Procurement Policy, November Voucher