

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
JULY 29, 2014

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

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

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

Approve the minutes of the June 26, 2014 meeting.

2. Ms. Cronin updated the Board on operations. She let the Board know that the single audit had been completed and distributed the reports to each Board member. Ms. Cronin went over the significant points in the joint House and Senate bill on public housing reform. The bill changes the composition of the Board to require that one member be a resident of the Housing Authority. It requires mandatory Board member training. It creates capital assistance teams at three housing authorities to support the capital planning and project implementation across the State. It requires that the MA Department of Housing and Community Development (DHCD) create a centralized waiting list and requires DHCD create benchmarking tools for evaluating Housing Authority performance.

3. DHCD has amended the original Contract for Financial Assistance (CFA) for Formula Funding of capital improvement projects and Ms. Cronin went over a memo from DHCD with attached Board votes and contracts for the amendment. The CFA was increased by \$429,868 to include \$404,538 in formula funding for FY'16 and FY'17, \$23,540 for the safety award which was used to replace stoops and sidewalks at both elderly complexes and \$1,790 for electrical work and equipment to monitor energy usage for the heat improvement project. Mr. Whittlesey made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve Amendment #2 to Capital Improvement Work Plan 5001 in the amount of \$429,868. (vote and resolution attached)

Ms. Cronin went over the US Department of Housing and Urban Development (HUD) form which is required for Family Self-Sufficiency Funding. The Line of Credit Control System needs to have an authorizer and an authorized user sign and send the forms into HUD. Mr. Whittlesey signed as the authorizer and Ms. Cronin signed as the user.

Ms. Cronin presented a Conflict of Interest Policy that is required by DHCD. The policy precludes owners or developers using DHCD funds to live in units created

with those funds without a waiver from DHCD. The Policy allows employees who are resident managers or maintenance to live in the units, however Ms. Cronin pointed out that none of the AHA developments have resident staff. The Policy is attached to the minutes. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the Conflict of Interest Policy regarding housing created with DHCD funds.

The Board welcomed Peter Berry, liaison to the AHA from the Board of Selectmen (BOS) to the meeting. Mr. Berry reviewed his extensive history working with Public Housing Agencies and on Town Committees whose focus is on housing. Mr. Berry has been legal counsel for the Boston and Cambridge Housing Authorities and has spent his professional legal career working on housing and labor law. Mr. Berry has served previously on the Board of Selectmen, been a Commissioner of the Housing Authority, served as a member of the Acton Community Housing Committee and the Community Preservation Committee. The Board expressed their pleasure in having him as the liaison and recognized the years of service and commitment to affordable housing of the previous BOS liaison, Janet Adachi. The Board let Mr. Berry know that they were interested in providing additional affordable housing opportunities in Acton and hope to be kept in the loop on opportunities as they present themselves to the Town.

4. Ms. Cronin let the Board know that the window replacement project is expected to begin in September and the Door replacement project will go out to bid in September. Mr. Sghia-Hughes let the Board know that the Community Preservation Committee was doing a new needs assessment and asked for feedback from the Board. Ms. Baran had no new updates from the Acton Community Housing Corporation. The Board held their elections. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the following members for positions on the Board;
Mr. Whittlesey, Chair,
Ryan Bettez, Vice-Chair
Bernice Baran, Treasurer
Ken Sghia-Hughes, Assistant Treasurer
Nancy Kolb, Secretary

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

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the meeting July 27, 2014:

Minutes of the June 26, 2014 meeting, Comparisons Memo of the House and Senate Versions of the Public Housing Reform Bill, Conflict of Interest Policy, Memo from Colleen Votour regarding CFA Amendment #2 for Formula Funding, Safety Initiative, and Energy Monitoring, Line of Credit Control System HUD Form 27054, Conflict of Interest Policy and June Voucher