

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
August 11, 2015

Present: Bernice Baran, Ryan Bettez, Ken Sghia-Hughes and Robert Whittlesey
Absent: Nancy Kolb
Also Present: Kelley Cronin
Attending: Chingsung Chang, 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 August 11, 2015 meeting.

2. Ms. Cronin reminded the Board that she was going on vacation. Ms. Cronin let the Board know that the single audit had been completed and an official report would be available in September. She let the Board know that the file review identified a couple errors in the Section 8 administration which were addressed right away. There were no findings of financial issues or concerns and the written report will be given to the Board in September.

Ms. Cronin discussed the unit turnover. All of the units had been turned over within 30 days except for the ones that are being modernized and in the capital plan and the unit damaged by ice dams and condominium management neglect. The Board did not have any questions about the second quarter financial statements.

3. Ms. Cronin gave the Board several policies to review and update. The Board made suggestions to the vacation and sick policies and the revised documents will be brought to the next meeting. Ms. Cronin reviewed the proposed office hours with the Board. The office will be staffed from 7-4 Monday-Thursday and 7-12 on Fridays but only be opened for appointment and closed to the public from 12-4 on Wednesdays. Ms. Baran raised concerns about working parents being able to be in the office to cover every day from 7-4. The HA has a flexible and alternate work hours policy which allows staff to work different hours on different days. Ms. Cronin let the Board know that the staff had coordinated their schedules to make sure the office would always be staffed during the hours it was open to the public. Many people work hours after the office is open to the public as well.

The Board reviewed the low bid for the air conditioner removal project #002048. The low bid was 55% higher than estimated by the architect. The Board decided to rebid the contract in the winter for the spring construction season to see if it could be done for less money.

The Board discussed the development potential of several parcels in Town. The Board decided to have a letter go to the Board of Selectmen to let them know the AHA was interested in the potential housing opportunities on the Walker parcel. Ms. Cronin said she would reach out to the Department of Housing and Community Development about some State owned property and Mr. Whittlesey said he would reach out to some private property owners. Ms. Baran is going to talk to members of the Senior Center Selection Committee to see if there is any interest in mixing assisted housing with a senior center.

Ms. Cronin let the Board know that Boxborough approved the Community Preservation Act and is beginning a process for determining how to spend the funds. The Board decided that they wanted to focus on creating more affordable units in Acton at this time and did not want staff time spent looking at housing opportunities in Boxborough.

4. The Board is going to look at including the floor replacement for the community room and office in the capital plan. The Board approved purchasing new televisions for the community rooms with cable and a DVD player.

Mr. Sghia-Hughes updated the Board on Community Preservation activities. Ms. Baran updated the Board on Acton Community Housing Committee activities.

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the August 11, 2015 meeting:

Minutes of the July 28, 2015 meeting, AHA Sick, Vacation, Capitalization policies, Bid Tally and Bid for project 002048, List of Council on Aging boards and committees, List of properties with development potential, second quarter financial report