

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
October 27, 2015

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

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 Ms. Kolb and unanimously voted in the affirmative to:

***Approve the minutes of the September 29, 2015 meeting.***

2. Ms. Cronin let the Board know that she had requested vacancy funds to help pay for the modernization of vacant units at McManus Village. Half the family units at McManus Village have turned over in the past couple years due to families either no longer needing affordable housing or needing smaller units. Ms. Cronin let the Board know that a unit above the Acton Housing Authority's (AHA) unit was vacant and the owner had not made repairs after the ice and water damage. Ms. Cronin had asked the manager for Great Road Condominium Trust to take the necessary steps to address the unit and the management company was not responsive. Ms. Cronin asked the Board if she could hire legal counsel to communicate with the Trust. The Board authorized Ms. Cronin to hire Dan Greenberg at Wilson and Orcutt. Ms. Cronin asked the Board if they had any questions regarding the third quarter financial statements which had been sent to them the week prior and there were none. She let the Board know that Howard Gordon, accountant, would be coming to the next meeting to go over the 2016 budget and she would send them a draft the week prior to the meeting.

Ms. Cronin went over the public housing notice from the State regarding tenant membership on the Board. According to the public housing notice the implementation will occur in 2017 or 2018. The Board asked Ms. Cronin to communicate with Senator Eldridge their desire to expand the number of Board positions and Ms. Cronin said she would invite the Senator to a meeting.

3. Ms. Cronin reviewed several policies that needed to be updated. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Approve the Fixed Asset Policy which raised the capitalization threshold to \$4,999.***

Ms. Cronin reviewed the updated Office Hours and Leave Policies. Ms. Kolb made a motion which was seconded by Mr. Bettez and approved by members present with Ms. Baran abstaining to:

***Approve the updated Office Hours and Personnel Leaves policies as amended.***

Ms. Cronin reviewed the Veteran's preference policy. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the Veteran's Preference Policy as presented.***

Ms. Cronin reviewed the Fraud policy that had been updated to add the Department of Housing and Community Development everywhere that the Department of Housing and Urban Development is currently listed. Mr. Sghia-Hughes made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the Fraud Policy as amended.***

The Board instructed Ms. Cronin to apply for Community Preservation funds to put windows where the wall mounted air conditioners are currently located at Windsor Green. The estimate from Maynard Door and Window put the cost at approximately \$62,000.

4. The Board discussed the development opportunities in Acton. Mr. Bettez identified several parcels that he thought had potential and encouraged Board members to go look at the parcels on the list before the next meeting.

Ms. Cronin let the Board know that Mr. Segal was waiting for comments from his attorney before signing the piano agreement.

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

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

**The Board went into Executive session to discuss tenants account receivable.**

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments to the October 27, 2015 meeting:

Minutes of the September 29, 2015 meeting, Communication from Martin Segal and Piano Agreement, Third Quarter Financials, List of Parcels for Development, Acton Housing Authority Office Hours, Leave, Capitalization, Fraud and Veteran's Preference policies, Piano Agreement, Housing Authority Budget Guidelines, Executive Director Salary Schedule, Capital Funding Allocation and Spending Reports, Energy Award from State for Windsor Green Community/Office Heat Replacement, Community Preservation Project Application form. September voucher

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Executive Session

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

Ms. Cronin presented asked the Board to write off a vacated tenants account. The family had moved to Brazil without notifying the Housing Authority and had sublet the unit to a family member. The Housing Authority sent a 30 day notice to quit and the household moved owing the last month's rent. The Housing Authority has no current address for the family that moved to Brazil, Jose Motta, and Ms. Cronin asked the Board to write off the rent due in the amount of \$186. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Write off the tenant account receivable in the amount of \$186.***