

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
November 24, 2015

Present: Bernice Baran, Ken Sghia-Hughes, Nancy Kolb and Robert Whittlesey  
Absent: Ryan Bettez  
Also Present: Kelley Cronin  
Attending: Senator James Eldridge, Representative Jennifer Benson, Sean Rourke, 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 Ms. Kolb and unanimously voted in the affirmative to:

***Approve the minutes of the October 27, 2015 meeting.***

2. Ms. Cronin welcomed Howard Gordon, Certified Public Accountant for the Acton Housing Authority (AHA). Mr. Gordon reviewed the 2016 budget for Whittlesey Village and the State. He also reviewed the State Department of Housing and Community Development (DHCD) Executive Director salary schedule for the coming year which had been sent as a draft to the Board the previous week with the proposed budgets. Mr. Gordon let the Board know that the DHCD Budget guidelines (which had also been sent to the Board) only allow for a 3% cost of living increase for the other administrative staff. The State Department of Labor sets the maintenance staff salaries and the maintenance staff receives an increase annually in April. The Family Self-Sufficiency/Tenant Services Coordinator position is primarily a Federal Department of Housing and Urban Development (HUD) position and there was no increase in that position funded by HUD this year. Mr. Gordon let the Board know that the AHA received an increase in the number of Alternate Housing vouchers from the State for people with disabilities which would provide some additional funding for administrative costs. He also let them know that the administrative fees for the HUD voucher program had increased slightly. The Board voted to approve the budgets and certifications as presented.

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

***Submit the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 667 and 705), Program Number 400-1 for Fiscal Year Ending 12/31/2016 showing Total Revenue of \$501,660.00 and Total Expenses of \$813,781.00, there by requesting a subsidy of \$295,621.00 be submitted to the Department of Housing and Community Development for its review and approval.***

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

***Submit the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter MRVP), Program Number MRVP for Fiscal Year Ending 12/31/2016 showing Total Revenue of \$10,800.00 and Total Expenses of \$152,488.00, there by requesting a subsidy of \$143,000.00 be submitted to the Department of Housing and Community Development for its review and approval.***

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

***Submit the proposed Operating budget for State-Aided Housing of the Acton Housing Authority (Chapter 689), Program Number 689 for Fiscal Year Ending 12/31/2016 showing Total Revenue of \$34,213.00 and Total Expenses of \$30,608.00, there by requesting a subsidy of \$0.00 be submitted to the Department of Housing and Community Development for its review and approval.***

3. Ms. Cronin welcomed Senator Eldridge and Representative Benson to the meeting. The Board thanked them both for taking time out of their busy schedules to meet with them. Ms. Cronin let them know that the Board wanted to discuss two issues with them, potential housing development opportunities in Acton and the implementation of the Housing Authority Reform legislation chapter 235. Chapter 235 section 15 asked that DHCD evaluate allowing local Boards to expand their numbers so as not to lose existing members when adding a tenant member. The AHA Board has a wealth of expertise and does not want to lose any members and would like this section of the legislation implemented. Both Senator Eldridge and Representative Benson agreed to communicate with DHCD regarding this issue.

Ms. Cronin reviewed the waiting list numbers for affordable housing in Acton and the Board discussed their efforts to try and identify parcels and funding to assist with creating more rental units in Town. Both elected officials said they wanted to be kept abreast of our efforts and gave general support for meeting the diverse housing needs in the Towns they represent. The Board thanked both of them for their efforts on affordable housing issues in the State.

Ms. Cronin reviewed the change orders and certificate of final completion for the Windsor Door replacement project. Ms. Kolb made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Approve the change orders in the amount of \$3,816.92 and certificate of final completion for Alpha Contracting Associates for a total construction cost in the amount of \$116,946.92.***

Ms. Cronin updated the Board on the small fire behind the laundry room. Ms. Cronin is concerned that the person who set the fire has had verbal warnings and private conferences regarding his smoking. The tenant just moved in this summer but wanders around while smoking. Other tenants sit at the table and dispose of their cigarettes in a container. Since the fire the AHA has had to speak to the tenant again about walking around the property smoking. Ms. Cronin recommended making the grounds no smoking as well as the buildings. After much conversation the Board decided that not allowing smoking on the grounds was too onerous for smokers and did not approve the recommendation.

4. Ms. Cronin updated the Board on the piano agreement with Mr. Segal. Mr. Segal's attorney proposed changes to the agreement which were reviewed by the Board. The Board did not agree to the proposed changes and asked Ms. Cronin to send a letter to Mr. Segal requiring he sign the agreement or remove the piano.

Mr. Sghia-Hughes let the Board know that the Community Preservation Committee (CPC) was going to review the AHA and Acton Community Housing Corporation (ACHC) Proposal next week. The AHA proposal is to install windows where obsolete wall mounted air conditioners exist. The CPC should make their recommendations by February.

Ms. Baran updated the Board on ACHC activities. There have been a couple 40B proposals that have not been well received by the community. The ACHC is hopeful there might be a large proposal that will get the Town to 10% in the works.

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments to the November 24, 2015 meeting:

Minutes of the October 27, 2015 meeting, 2016 Budgets, Executive Director Salary Worksheet, Change Order and Certificate of Final Completion for the Windsor Green Door Replacement Project No. 002034, Smoking Policy, Piano Agreement with Tenant Lawyer's Edits, CPC Application for Communication from Martin Segal and Piano Agreement, Potential Development Parcels, Chapter 235 Language Regarding Tenant Board Member