

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
February 23, 2016

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

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 January 26, 2015 meeting as amended.***

2. Ms. Cronin let the Board know that one of the maintenance staff had injured his back at work and was out on workers compensation. The part-time maintenance person will be working additional hours while he is out. Workers compensation is paid by the Acton Housing Authority's (AHA) insurance so there will not be a budget impact due to the part time person working more hours.
3. The Board reviewed the end of year financial statements and signed the certifications. The Board also reviewed and signed the annual civil rights certification for the Federal Department of Housing and Urban Development (HUD).

Ms. Cronin reviewed the public housing notice from the Department of Housing and Community Development (DHCD) regarding the Regional Capital Improvement Team. The Chelmsford Housing Authority is going to lead the RCAT in this region. Ms. Cronin explained that the RCAT will staff modernization projects at the local Housing Authorities (LHA's) and there should be a significant decrease in AHA staff time spent on capital projects. Ms. Cronin said that she would like to give the process a try and not apply for a waiver from the RCAT this year. She explained that DHCD would allow for a waiver application in the next three year cycle if the AHA determined that the RCAT did not add value to the modernization process. The RCAT will act as a project manager for modernization projects and take a large part of the administrative burden from the AHA. The Board expressed concern that in the future the RCAT role could be expanded taking local control from LHA's. Board members stated that this may be a back handed way of DHCD trying to implement regionalization. Ms. Cronin stated that the Board could apply for a waiver in the future if the RCAT did not assist the AHA in getting projects done more quickly with less burden on the staff. The Board decided to participate in the RCAT and not apply for a waiver in this cycle.

Ms. Cronin went over the annual accounting contract costs for LHA's in communities near Acton. The Board wanted a price comparison for the AHA accounting costs and our contract with the fee accountant is less/unit than the surrounding communities. The Board reviewed the proposed contract for fee accounting services with Gordon- Griffin, LLC. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the contract for fee accounting services with Gordon-Griffin, LLC. for an annual cost of \$22,350 which includes accounting services for modernization contracts.***

Ms. Cronin discussed an issue with one of the Condominium Associations the AHA owns four units in. Great Road Condominiums sent a letter to the AHA complaining about cigarette smoke coming from one of the AHA's units. The condominium association does not have any rules barring smoking at the complex. Ms. Cronin asked the Board if they would like to extend the no smoking rules they have for residents living in AHA developments to the condominium units. After much discussion the Board decided that it would be too difficult to determine who was smoking at complexes that allow smoking to enforce such a rule in AHA units. If condominium developments bar smoking at their complex then the AHA would enforce the rule at that complex but not impose a restriction that was not implemented condominium wide. In the meantime Ms. Cronin has asked the residents who smoke to voluntarily smoke outside as much as possible. The AHA also put a smoke eliminator that had been purchased to reduce smoke at Windsor Avenue prior to the no smoking rules in the condominium unit to help filter the smoke from the air.

4. The Board discussed the progress of the Council on Aging's (COA) efforts to find a new senior center. The Board would like the Executive Director to write a letter supporting a new senior center which the COA can send to the local paper. The Board discussed the upcoming meeting with Massachusetts Housing Partnership. The Board reviewed which parcels they wanted MHP to evaluate for their development potential.

Ms. Baran gave an update on Acton Community Housing Committee activities. She said there were several developments in the planning stages. Developers have presented plans for property on High Street, Martin Street, Powder Mill Road and Prospect Street.

Mr. Sghia-Hughes let the Board know that there were some large open space proposals being funded by the Community Preservation Committee. Terra Friedrichs mentioned that property located on Central Street was being foreclosed on and she was concerned about the people who live in the property finding a new place to live. Ms. Cronin explained the process for applying to the AHA for a unit.

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

***Adjourn the meeting.***

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments to the February 23, 2016 meeting:

Minutes of the January 26, 2016 meeting, Quarterly Financial Reports and certifications, Gordon Griffin Accounting Contract, Comparison of Accounting Contract Costs by Local Housing Authorities, Public Housing Notice 2016-2 Regarding Waiving Participation in Regional Capital Improvement Team, Civil Rights Certification, No Smoking Lease Addendum, Parcel Maps for development sites