

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
June 6, 2017

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

Mr. Whittlesey called the meeting to order at 4:00 p.m. and explained the rules of the meeting.

1. Mr. Whittlesey welcomed Mr. Berry to the meeting. Mr. Berry let the Board know that he was once again the Board of Selectmen's (BOS) liaison to the Acton Housing Authority (AHA). Mr. Berry updated the Board on the different Town planning activities related to housing. The Board discussed the Town owned two family on School Street. The Board discussed the amount of work and funding that would be necessary to bring the School Street duplex up to code and determined it would not be feasible for the AHA to develop. The Board believes that hundreds of thousands of dollars would be required to bring the building up to code. The Board suggested to Mr. Berry that the Town consider a request for proposals to develop the duplex for affordable homeownership. The Board let Mr. Berry know they believe a larger parcel where more than ten units can be built is required to make any affordable rental development financially feasible.
2. 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 April 10, 2017 meeting.

3. Ms. Cronin included the first quarter financial documents in the Boards packet for their review. Mr. Bettez requested a copy of the first quarter from the previous fiscal year be sent to him so that he could compare fiscal years. Ms. Cronin said she would e-mail him a copy of the first quarter for fiscal 2015.

Ms. Cronin requested a one-time waiver from the AHA vacation policy which limits vacations to no more than two weeks. Ms. Cronin requested that she be allowed to add two days to her vacation this year. She let the Board know that none of the administrative staff was taking vacation time while she was away and the Assistant Executive Director would be in charge. She told the Board that the staff knows how to reach her should something come up that requires her attention. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve a one-time waiver to the vacation policy and allow Ms. Cronin to add two days to her vacation.

4. Ms. Cronin reviewed the bid tally and low-bid approval letter from the State Department of Housing and Community Development for the modernization of 6 Sachem Way. The low bid was from a contractor, L & H Construction who had done work for the AHA before and had good references from other owners. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the low-bid for Project No. 002058 located at 6 Sachem Way, from L&H Construction, Inc for kitchen, bath and flooring replacement in an amount not to exceed \$44,517.

The Board discussed other parcels owned by the Town that have the potential for housing development. Included in the packet was an update from the BOS regarding putting together a committee to advise the Town on what the plan should be for 53 River Street. The AHA submitted a letter of recommendation that Mr. Whittlesey be on the River Street Committee. The Board also discussed the Town owned parcel on Main Street across from the Public Safety building. Mr. Bettez reminded members that there was a meeting being held at the end of the month to give community members an opportunity for input on the best potential uses for the property at 348-364 Main Street.

5. Ms. Cronin discussed the updated Violence Against Women Acton Policy and the proposed Emergency Transfer Plan. The Federal Department of Housing and Urban Development is requiring that Housing Authorities update their plans to include the emergency transfer. The AHA has been providing emergency transfers for years. The AHA jointly procured an attorney with other local Housing Authorities to update our policies and the attorney drafted the language in the Emergency Transfer Plan to meet the federal requirements. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the Emergency Transfer Plan Amendment to the Acton Housing Authority's Violence Against Women Acton Policy to assist victims of Domestic Violence, Dating Violence, Sexual Assault and Stalking.

6. The Board briefly discussed the Community Preservation Committee funding and the meeting and the winter Town meeting. Ms. Baran updated the Board on Acton Community Housing Committee activities.

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

Approve the March and April vouchers (monthly list of accounts payable) as presented.

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

To adjourn the meeting.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments to the June 6 meeting:

Minutes of the April 10, 2017 meeting, First Quarter Financial Reports, Low Bid Approval letter, bid tally and bid for capital project for 6 Sachem Way, Board Memo and Policy Amendment to the Violence Against Women's Act Policy and Emergency Transfer Plan, BOS 53 River Street Committee Charge, Town invitation to Community Meeting for 348-364 Main Street, Community Preservation Committee Plan and Goals for Housing, March and April Vouchers