

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
July 18, 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. 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 June 6, 2017 meeting.*

2. Ms. Cronin reviewed the annual financial Audit, Annual Agreed Upon Procedures (AUP) Review and Management Letter. There were no findings in the audit and no exceptions in the AUP. The Audit firm noted that interim earned income verifications forms needed to be kept in the Section 8 files but that there were no rent determination errors.

Ms. Cronin reported that the Acton Housing Authority (AHA) received a grant from Acton Boxborough United Way to continue services to the State public housing residents. The grant pays the Family Self-Sufficiency (FS) Coordinator so that she can work a couple more hours/week providing services to State public housing residents. The FSS grant only pays for services to FSS participants who are on the Section 8 program. Ms. Cronin let the Board know that the Notice of Funding Availability for the FSS program had not yet been issued.

Ms. Cronin let the Board know that Linda Colby was moving to New Hampshire and would no longer be working at the Housing Authority. Ms. Cronin said that a retired Housing Authority staff person who had been responsible for assisting applicants and maintaining the waiting list would be assisting the AHA for a few months to give Ms. Cronin time to post and hire a replacement.

3. Mr. Bettez discussed the Community Meeting regarding planning for the Main Street parcel. Mr. Whittlesey asked Mr. Berry for an update on River Street. Mr. Berry said that anyone interested in serving on the committee needs to submit an application to the Volunteer Coordinating Committee.

Ms. Cronin let the Board know that the modernization of the four bedroom unit at 6 Sachem Way had been completed and all punch items addressed. The modernization included kitchen, bath, flooring and base board heater replacement and asbestos abatement. There were no change orders for this project. Ms. Kolb made a motion which was seconded by Ms. Baran:

*To approve the Certificate of Substantial and Final Completion for McManus Village project number 002058 with L&H Construction for a total cost of \$44,517.*

4. Ms. Cronin let the Board know that the next capital projects in the pipeline were the siding and decking repair and replacement at McCarthy Village and roadway and parking lot sealcoating and paving seating areas at Windsor Avenue. There are several small projects at Concord Road as well, roofing, door and flooring replacement.

Ms. Kolb discussed the Community Preservation Committee and whether or not the AHA would like to try and apply for development funds. The Board discussed moving forward with the feasibility study before applying for other funds.

Ms. Baran updated the Board on Acton Community Housing Committee (ACHC) activities. She let the Board know that the project on Massachusetts Avenue proposed by Steve Joncas was receiving ACHC funds.

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

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

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

***To adjourn the meeting and enter into Executive session.***

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin  
Executive Director

Attachments to the July 18 meeting:

Minutes of the June 6, 2017 meeting, 2016 Financial Audit, 2016 Annual Agreed Upon Procedures and Management letter from Guyder/Hurley, Certificate of Substantial Completion with punch list and certificate of final completion for project# 002058 at 6 Sachem Way, Community Housing Goals from the Community Preservation Plan, June Voucher