

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
December 19, 2017

Present: Ryan Bettez, Nancy Kolb and Robert Whittlesey  
Absent: Bernice Baran  
Also Present: Kelley Cronin

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 Acton Housing Authority (AHA) November meeting. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the minutes of the November 28, 2017 meeting.***

2. Ms. Cronin let the Board know that she had held meetings with tenants to get input on the capital plan. Ms. Cronin let the Board know the requests were for more windows, doors, oven vents, asphalt and lighting. Ms. Cronin had provided a draft of the plan which updated the dates projects would be complete for the last plan and added turnover projects for family units. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the 5-year Capital Plan as submitted.***

Ms. Cronin let the Board know that one of the Condominium Associations had been unable to find members for the Board and had asked if she would serve. The Board discussed this and decided that there are too many condominium associations that the AHA has units in to take on this role.

Ms. Cronin reviewed the most recent Department of Housing and Community Development (DHCD) Executive Director contract and Public Housing Notice from DHCD that had been included in the Board packet. Ms. Cronin pointed out some concerns that she had. The Board asked if there could be a different contract used. Ms. Cronin let the Board know that DHCD required more submittals if a different contract was used and that DHCD would not approve the budget if they did not like the contract. Ms. Cronin let the Board know that MA NAHRO was discussing this at the next Housing Committee meeting with DHCD.

Ms. Cronin went through a survey that MA NAHRO sent out for DHCD on preferences for the tenant board position. The Board answered the questions for Ms. Cronin to submit on-line. The Board gave Ms. Cronin input for the Town Annual report. Ms. Cronin let the Board know the Finance Committee had asked her to attend a meeting to do a presentation on what the AHA does for their members and asked if any Board members wanted to attend.

3. The Board discussed the public comment periods allowed as part of the agenda. The Board discussed allowing public comment prior to any votes but that other comments should be held until the end of the meeting during the public comment period.

Ms. Cronin went over the time limits policy for leasing up a Housing Choice Voucher. The written policy allows for 120 days. Ms. Cronin recommends changing the language to 60-days with two possible 30-day extensions of up to 120 days. The Housing Authority wants the voucher used as soon

as possible to keep the lease up rates with in the 98% required by the Department of Housing and Urban Development (HUD) to be in good standing. The current policy will still allow for up to 120 days but change the initial issuance to 60 days. Ms. Cronin included the policy language in the Board packet which also allows for extension as a reasonable accommodation. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the original issuance of vouchers be changed from 120 to 60 days.***

4. Ms. Cronin reviewed concerns she had about the Executive Director contract template that the MA Department of Housing and Community Development (DHCD) had issued for Housing Authorities (HA's). Ms. Cronin let the Board know that MA NAHRO was meeting with DHCD to discuss common HA concerns and that she should have information prior to the next meeting. She also let the Board know that DHCD had told HA's that if they did not submit contracts that they approved, DHCD would then not approve the HA's budget, so HA's don't really have a choice.

Ms. Cronin let the Board know that DHCD still had not issued Budget Guidelines that were supposed to be issued before the July 1<sup>st</sup> fiscal year. The AHA fiscal year begins January 1<sup>st</sup> and DHCD said HA's would be given two months from the guidelines issuance to submit their budgets. The Executive Director contract is supposed to be submitted with the budget. DHCD had drafted a new salary schedule but have not released that either. It was supposed to be issued prior to the budget guidelines but there seems to be issues with them at Administration and Finance.

5. Mr. Bettez updated the Board on the Main Street Committee activities. Mr. Bettez let the Board know that the Committee had applied for an economic development grant to look at the feasibility of building a hotel on the site and was planning future community meetings.

Ms. Kolb updated the Board on Community Preservation Committee activities. Ms. Kolb discussed changes that should be made to the AHA application in response to CPC comments. Ms. Cronin said she would make the changes and submit prior to the next CPC meeting.

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

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

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

***To adjourn the meeting and enter an Executive Session.***

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin

Executive Director

Attachments to the December 19, 2017 meeting:

Minutes of the November 28<sup>th</sup> meeting, 2017 Capital Plan, memo from Ms. Cronin to Board regarding changes to Capital plan and tenant input, Public Housing Administration Notice 2017-25 regarding Executive Director Guidelines and contract documents, Tenant Board Member Survey, Term of Housing Choice Voucher Policy, November voucher