

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
January 30, 2018

Present: Bernice Baran, Ryan Bettez and Robert Whittlesey  
Absent: Nancy Kolb  
Also Present: Kelley Cronin  
Also Attending: Peter Berry, Terra Fredrich and Danny Factor

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

*Approve the minutes of the December 19, 2017 meeting.*

2. Ms. Cronin updated the Board on capital projects. She let them know that the Regional Capital Assistance Team (RCAT) was behind on the projects four projects they were managing. Ms. Cronin also reminded the Board that the Department of Housing and Community Development (DHCD) had put a hold on the siding and roofing job. Ms. Cronin had asked for approval to bid in the summer. DHCD issued a letter not allowing the project to be bid until February for June construction due DHCD overcommitted their capital funds to other projects. Ms. Cronin pushed back but DHCD only advanced the bid date by one month allowing the project to be bid in January. This project represents more than 50% of the capital spending for the year and has put our spending behind. The low bidder has bad references from the architect. Ms. Cronin let the Board know she was working through the process of whether or not to reject the low bidder with the architect and DHCD. The second lowest bidder's references will be checked as well. The driveway repair for Windsor Avenue has been bid and is expected to start in April and the smoke and carbon replacement project has been bid.

Ms. Cronin updated the Board on the budget process. DHCD issued the budget guidelines 6 months after the start of the fiscal year. The AHA budget is now supposed to be submitted by April 30<sup>th</sup> as opposed to November 30<sup>th</sup>. Ms. Cronin has invited Mr. Gordon to the February meeting and will send the proposed budget to the Board prior to the meeting.

Ms. Cronin reviewed the updated bank balances with the Board for the 4<sup>th</sup> quarter. Ms. Cronin also reviewed the electricity consumption for Windsor Green for the past four years so that the impact of the air source heat pumps could be analyzed. 2014 was the last full year with no heat pumps. The heat pumps were installed in 2015 and had 9 full months of heat pumps which reduced consumption by 18%. 2016 was the first full year and the usage was reduced by 27% and in 2017 usage was reduced by 32%.

3. The Board discussed when and how to allow public comments during the meetings. Town and AHA residents had expressed an interest in agenda items that were going to be voted on. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Allow public comment on agenda items that will be voted on prior to the vote. The Board will also have an open comment period at the end of the agenda. The Chair will manage the time allotted to the comment periods.***

David Ellis from Acton Self-Storage discussed their net metering proposal. He explained how net metering worked and said they had solar panels on their storage facility at Post Office Square. The Board asked about how the financing of credits worked which was explained by Mr. Ellis. Mr. Ellis explained that the credits would be on the AHA bills every month and reduce cost by approximately 20%. The Board said they would like to get some more feedback from local expert on net metering and would discuss again at the next Board meeting.

Ms. Cronin brought up the need for a policy on how to credit staff time during snow/weather emergencies. She explained that when the Governor or Town closed offices the non-emergency staff did not have to come to work but were paid for the day. When the offices are open but staff needs to stay home to care for their children due to no school the staff uses comp-time, vacation or personal time, or work extra hours during the week to make up for the missed time. Ms. Cronin would like a written policy to account for how staff time is credited. There was no consensus on the Board, so it was decided to have it on the agenda for when Ms. Kolb was back and there could be more input.

4. Mr. Bettez let the Board know that there was nothing new from the Main Street Committee. Ms. Baran updated the Board on community meetings regarding new housing development on Prospect Street. Peter Berry let the Board know that the River Street Committee had been established and would be meeting and that Robert Whittlesey was on the committee.
5. Ms. Baran made a motion, which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

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

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

***To adjourn the meeting.***

Respectfully submitted,

*Kelley A. Cronin*  
Kelley A. Cronin  
Executive Director

Attachments to the January 30<sup>th</sup> meeting:  
Minutes of the December 19<sup>th</sup>, 2017 meeting, AHA presentation to the Finance Committee, 2016 and 2017 Quarterly Bank Balances, 2014-2017 Electricity Consumption at Windsor Green, Executive Director Salary and Qualifications Schedule, Memo to Board Memo Regarding Three Net Metering Company Proposal with Feedback from DHCD and Power Options, Acton Self-Storage Net Metering Credit Agreement, December Voucher