

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
COUNCIL ON AGING  
30 SUDBURY ROAD, REAR, ACTON MA 01720  
MINUTES  
April 27, 2018

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

Mr. Whittlesey called the meeting to order at 10:00 a.m. and explained the rules of the meeting.

1. The Board reviewed the minutes of the Acton Housing Authority (AHA) March meeting. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the minutes of the regular and executive session meetings for March 27, 2018.***

2. Ms. Cronin let the Board know that DHCD has not approved the budget or Executive Director contract yet. Ms. Cronin let the Board know that there were two more retirements, Doreen LeBlanc and Rusty Martin. Ms. Cronin asked if she could hire the new bookkeeper to start before Doreen left so that there could be overlap and time for training. The Board agreed that was a good idea. Ms. Cronin asked if there were any questions or concerns regarding the first quarter financials, there were none.
3. Ms. Cronin reviewed the change orders for the driveway repaving and sealcoating project at Windsor Avenue. The first change order was to extend the time of the contract because the project was bid in the fall, but construction would not begin until the Spring. The second change order was to change the patios from asphalt to concrete to ensure a hard surface. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***To approve the change orders with Superior Sealcoat, Inc for the driveway repair project #002060 at Windsor Green. Change Order #1 extends the substantial completion date to May 25, 2018 and change order #2 increases the contract cost by \$3,873.43 for concrete patios which changes the construction budget from \$73,050 to \$76,923.43.***

Ms. Cronin reviewed the change orders for the smoke and carbon detector replacement projects for McCarthy Village and Windsor Green. The engineer had specified the wrong combination units for McCarthy Village. They did not communicate with the relay and the other units did not connect to the relay for an outside bell to go off. Ms. Cronin is discussing the cost of the replacement coming out of the service contract with the engineer. However, the cost with the electrician still must be altered and paid for. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***To approve the change orders to the contract with MV Electrical for smoke and carbon replacement project #002059 which changes the total construction cost from \$17,458 to \$19,460.***

Ms. Cronin went over the Limited English Access Policy which had been sent to the Board by e-mail in advance. The Acton Housing Authority collaborated with four other neighboring Housing Authorities to pay an attorney to develop the plan.

4. Mr. Whittlesey updated the Board on the River Street Committee process. A consultant has been hired to assist the committee with looking at the different options and costs to develop the site. Ms. Baran updated the Board on the Acton Community Housing Committee and Ms. Kolb updated the Board on the Community Preservation Committee.
5. Ms. Baran made a motion, which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

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

6. Mr. Whittlesey asked if there were any comments further discussion. There was no further discussion. Ms. Baran 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  
Kelley A. Cronin  
Executive Director

Attachments to the April 27<sup>th</sup> meeting:

Minutes of the March 27, 2018 meeting, First Quarter Financial, change orders for driveway project #002060, change orders for smoke and carbon replacement project #002059, Limited English Access Policy, March Voucher