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TOWN CLERK, ACTON

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
December 15, 2009

Present: Ken Sghia-Hughes, Dennis Sullivan and Robert Whittlesey
Absent: Bernice Baran and Nancy Kolb
Also Present: Kelley Cronin, Howard Gordon, Steve Baker, Bennie Ber, Ahmed Idris,
Rebecca Mautner

Mr. Whittlesey called the meeting to order at 3:30 p.m.

1. Steve Baker of Baker/Wohl Architects made a power point presentation to the Board. He discussed different models of housing that his firm had designed and talked about the Sachem Way Site. Bennie Ber and Ahmed Idris showed the Board several concept plans for discussion. The Board discussed next steps for the community process with Baker/Wohl and Rebecca Mautner. It was decided that the first in a series of community meetings to begin design discussions would be held in January.
2. Howard Gordon, CPA presented the 2010 Budget to the Board. The Board voted to approve the budget as presented. The vote is attached. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to approve:

The proposed Operating budget for State-Aided Housing Program Number 400-1 for Fiscal Year Ending 12/31/2010 showing total revenue of \$ 538,231.00 and total expenses of \$ 729,341.00 , there by requesting a subsidy of \$170,110.00 be submitted to the Department of Housing and Community Development for its review and approval and

the proposed Operating budget for State-Aided Housing of the Program Number 689-1 for Fiscal Year Ending 12/31/2010 showing total revenue of \$33,093.00 and total expenses of \$29,978.00 , there by requesting a subsidy of \$ 0.00 be submitted to the Department of Housing and Community Development for its review and approval and

that the proposed Operating budget for State-Aided Housing of the Program Number MRVP for Fiscal Year Ending 12/31/2010 showing total revenue of \$ 3,000.00 and total expenses of \$ 85,424.00 , there by requesting a subsidy of \$ 83,000.00 be submitted to the Department of Housing and Community Development for its review and approval.

3. Ms. Cronin discussed the bid results and showed the Board the bid tallies for the Windsor Green Deck project. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Authorize Kelley Cronin, Executive Director, to execute and deliver on behalf of the Board a contract with Meadow Construction Co. LLC for work to be done at the State-Aided Housing Project No. 002016 in the sum of \$107,560.

4. Mr. Sullivan made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the minutes of the November 24th meeting.

5. Ms. Cronin asked and the Board agreed to extend her contract through February to allow for time to discuss some of the new job responsibilities. Mr. Whittlesey offered to work with Ms. Cronin on language for the contract.

The Board authorized Ms. Cronin and Mr. Whittlesey to act on behalf of the Board and negotiate the terms of a contract for legal assistance on the Sachem Way development.

6. Mr. Sghia-Hughes updated the Board on the Community Preservation Committee.
7. Mr. Sullivan made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the September and October vouchers (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully Submitted,



Kelley A. Cronin
Executive Director