

ACTON COMMUNITY HOUSING CORPORATION

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held March 6, 2008 at 7:00 PM in room 126 of the Acton Town Hall. Present and constituting a quorum for the purpose of conducting business were: Dan Buckley, Kevin McManus, Naomi McManus, Nancy Tavernier and Bernice Baran designated a voting member for the Regular Meeting.

Associate Member: Pam Shuttle

Guests: Ann Sussman and Holly Ben-Joseph members of Acton's Design Review Board

- 1). Ms. Tavernier, Chair, called the Regular meeting to order at 7:00 PM.
- 2). Kevin McManus moved to approve the minutes of the Regular Meeting of February 21, 2008. Dan Buckley seconded the motion and all members voted to approve.

- 3). Financial Report

No updates reported

- 4). Updates

- A). Willow Central Project

Ms. Tavernier met at the site with the Building Commissioner for his review and sign off on the demising wall shared in the duplex. Mark O'Hagan then met at the Acton Housing Authority with Ms. Tavernier, the Acton Housing Authority's (AHA) Executive Director and Bernice Baran an AHA Board Member to discuss the completion of the project in April and property management issues for the condominium association. It was noted that the Selectmen have signed the Regulatory Agreement. Ms. Tavernier reported that the two bedroom lottery winner has turned down the unit as she is waiting to see if she wins the lottery for Blanchard Place. The consultant has notified the ACHC that the entire two bedroom lottery Waiting List of applicants are also waiting for Blanchard Place's lottery before committing to buy Willow Central's duplex.

- B). Condo Buydown Program

Somerset Hill's consultant has a buyer for the ACHC's one bedroom unit. Ms. Tavernier noted that the AHA's Board has voted to buy the ACHC's two bedroom unit priced at \$145,000. The ACHC will use \$115,000 of their CPA funds for the AHA's unit, \$100,000 will be a subsidy to the AHA and \$15,000 is the buydown of the ACHC's units selling price as previously agreed. Mr. McManus moved to nominate the AHA as the buyer of the two bedroom unit and to have the AHA sign the Purchase and Sales Agreement. The motion was seconded by Dan Buckley and all members voted to approve.

At this time it was the sense of the Board Members to place on hold any new outreach efforts for the Condominium Buydown Program until all outstanding projects are completed.

C). Blanchard Place

To date there are 15 applicants for Blanchard Place's lottery scheduled for March 26, 2008.

D). CPA Housing Fund

Ms. Tavernier informed the members that at the last meeting of the CPC she reduced the ACHC's CPA request by \$30,000 to a level funded amount of \$170,000 which along with the \$15,000 for Administrative Funds previously requested brings the ACHC's total request to \$185,000.

5). Old Business

A). Tax Exempt Status

After the members reviewed the revised ACHC's By-Laws Dan Buckley moved to approve the revisions and to file the IRS Tax Exempt Application along with the \$750 application fee. The motion was seconded by Kevin McManus and all members voted in favor. The legal expenses incurred by the ACHC in resolving the Tax Exempt Status will be paid out of New View Housing Fund as previously approved by the Acton Selectmen.

B). Homeowner 201 Class

The class is scheduled Saturday, September 27, 2008 from 9:00 AM to 2:00 PM.

C). Trammel Crowe Concord

The members discussed the issue raised at the Board of Appeals Hearing (BOA) by the Chairman on whether the proposed 350 rental unit in Concord should be heard as a 40B application when Acton was not receiving credit for any units, only providing access to the project. Ms. Tavernier reviewed a similar case between Marlboro and Southboro in 2004 in which a 300 unit project located in Marlboro was proposed with 100% access in Southboro. Southboro filed a request for a credit of 10% of the units with the Department of Housing and Community Development (DHCD) and was denied. After Southboro filed suit against DHCD, the town of Marlborough and the developer, they successfully negotiated with all parties to get credit for 30 units.

The continued BOA Hearing is scheduled March 17, 2008 at 7:30 PM.

6). New Business

A). AHA's LIP Application

Dan Buckley moved to approve the AHA's LIP Local Action Unit Application for two units at Somerset Hills (a one bedroom and a two bedroom unit) and the three bedroom duplex at Willow Central development. Kevin McManus seconded the motion and all members voted in favor. The Selectmen will sign off on the AHA's Application at their March 17th Regular Meeting.

B). Community Plan Committee

In the near future the committee will send out a survey to all residents and businesses asking them to identify what they want for Acton's future. On

Saturday, March 29 at 1:30 PM at the Parker Damon School a Visioning Session will be held in which the residents will be asked what they care about the most in Acton.

7). Design Review Board

Members Ann Sussman and Pauline Ben-Joyce met with the ACHC to discuss the Design Review Board's purpose and how in the future their Board's professional expertise might be beneficial to developers working with the ACHC. The Design Review Board's Guidelines streamline the approval process for commercial developments, but Ms. Sussman felt their Board could be of great value to a developer interested in hearing what people would like to see in preserving Acton's character. The ACHC agreed to contact the DRB when appropriate to seek their advice.

8). The Regular Meeting adjourned at 9:00 PM. Next Regular Meeting was scheduled for April 3, 2008 at 7:00 PM.

Respectfully submitted,

Naomi McManus, Clerk