

ACTON COMMUNITY HOUSING CORPORATION

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held February 21, 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 Associate Member designated as a voting member and Pam Shuttle, Associate Member.

Finance Committee Representative: Pat Clifford

1). Nancy Tavernier, Chair, called the Regular Meeting to order at 7:00 PM.

2). Financial Report

Kevin McManus reported a balance of \$3,939.63 at the Middlesex Savings Bank and \$163,434.71 at the Workers' Credit Union a total of \$167,374.34. Dan Buckley suggested checking on the interest rate of G.E. Plus Money Market.

3). Updates

A). Willow Central

There had been an issue between the Project Manager and the Building Department regarding the demising (common) wall shared by the duplex. It has been resolved and work has resumed. The members discussed that the three bedroom duplex's upper front windows were not aligned with the first floor windows. After a discussion it was decided to add shutters to all the front windows of the duplex to minimize the appearance. Ms Tavernier reported that there were 11 lottery applicants, 4 were local with a fifth added from the At Large Pool in order to meet the minority representation for lotteries required by the Department of Housing and Community Development (DHCD). A five member local family won the 3 bedroom bungalow and a family currently a client of the Acton Housing Authority won the 2 bedroom duplex. Occupancy is anticipated by mid June.

B). Blanchard Place

Consultant, Maureen O'Hagan held an Information Session on February 19, 2008 for the 3 affordable units at Blanchard Place. The units are one 2 bedroom and two 3 bedroom units. It was estimated that 3 or 4 interested households were at Information Session. The Lottery will be held March 26, 2008 at 7:00 PM in room 126 of the Acton Town Hall.

4). Old Business

A). Tax Exempt Status

Ms. Tavernier reported on a memo from Town Counsel in which he stated that the ACHC should proceed with filing its 501(c) (3) petition as the ACHC's Board sees fit under Section 2 (n) of ACHC's enabling legislation and that the ACHC is making its own choice of the direction it should pursue relying on the advice of its own counsel selected by ACHC for this purpose.

B). Homeowner 201 Class

Ms. Tavernier spoke to the instructor from Mass Affordable Housing who will give the class and they agreed to hold the class on a Saturday from 9AM to 2PM sometime after the 10th of September. The course will cover protecting your investment, safety and preventative maintenance, hiring contractors, money management and foreclosure issues. The attendees will receive a Certificate of completion at the end of the class which will entitle them to home insurance discounts.

C). Ellsworth Village

Ms. Tavernier reported that DHCD has granted a waiver of the assets limits for lottery winner. The members felt that DHCD decision to grant a waiver of the asset limit was an important precedent for future applicants of 55 years and older housing developments.

D). 670 Mass Avenue

Ms. Tavernier reported on Town Counsel's memo sent to the mortgage lender of 670 Mass Avenue regarding their client and the condition of the home. His memo noted that the owners have not kept the property up for a year as the utilities have been shut off due to non payment. He expressed concern regarding the potential condition of the house and as well as the Title 5 condition of the property. He stated with the consent of the current property owners he will try to arrange a preliminary inspection by the Town and the owners to find out the visible condition of the premises and status of the utilities. Additional points Town Counsel's memo address: 1). The client (lender) has an interest in getting this house off its books. 2). Assuming that the preliminary inspection confirms that the utilities are off and that there are past due utility balances, is your client willing to step into maintaining the property 3). Pay the utilities (to allow an adequate inspection) 4). Arrange and pay for the inspections at this point. The irony is the ACHC had a household of 5 ready to buy the house last August, however the family won the lottery for Willow-Central. ACHC stands ready to oversee the resale of the property to an eligible family, but the lender needs to step up to the plate to help this happens in a timely way.

5). New Business

A). Design Review Board

It was noted that Ms. Tavernier has been contacted by Ann Sussman head of the Design Review Board requesting to meet with the ACHC to discuss reviewing 40Bs. A tentative date of March 6, at 7:45 was scheduled.

B). Community Plan

Ms. Tavernier updated the members that the Steering Committee working on the Community Plan is hard at work preparing for a community wide meeting scheduled March 29, 2008. The Steering Committee is looking for input from the

residents as to what the community wants and their core values. She noted that Bob Whittlesy and Ryan Bettez are members of the Steering Committee.

C). West Concord Development

Ms. Tavernier reviewed a letter sent to Acton's Board of Appeals (BOA) from the Vice President of West Concord Development informing them of their intention to build a 40B multifamily development of 350 units in Concord and the only access road to the development will be Sudbury Road located in Acton. The BOA's Hearing is scheduled for February 27, 2008 at 7:30 PM in room 204. The ACHC has submitted comments to the BOA on the proposed development.

6). The Regular Meeting adjourned at 8:40 with the next Regular Meeting scheduled for March 6, 2008 at 7:00 PM.

Respectfully submitted,

Naomi McManus, Clerk