

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVE, ACTON, MA 01720  
MINUTES  
AUGUST 28, 2018

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

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) May 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 July 9, 2018.***

2. Ms. Cronin included the 2017 financial audit and Agreed Upon Procedures (AUP) review in the Boards packet and had previously e-mailed the reports. There were no findings in the audit and no exceptions found in the AUP. The quarterly reports were in the Board packet and Ms. Cronin let them know there would need to be a budget revision for the extraordinary maintenance line item and staffing due to the retirement and trainings of new staff. She also let the Board know there were no vacancies the second quarter.

Ms. Cronin let the Board know that there was a consensus among stakeholders regarding the tenant board position. The proposal to the Legislature is to have the tenant position be appointed by the Board of Selectmen. This is because DHCD did not have resources to pay for the separate elections at each Housing Authority and there is no mechanism for Town Clerks to include in the Town elections.

Ms. Cronin updated the Board on the staff changes. The transition is going smoothly thanks to Ms. LeBlanc having a month to train the new bookkeeper Ms. Zhang. Mr. Abreu-Torres has been working part-time for four years so does not need training. Ms. Cronin reported how nice it is to have staff who are bilingual in Chinese and Spanish.

Ms. Cronin included an e-mail from Amy Stitely, DHCD regarding the reappointment of Mr. Whittlesey by the Governor. The e-mail explained that Mr. Whittlesey continues in his position. She also let the AHA know that the Governor prioritizes appointing positions that are vacant without an incumbent and lets the positions that have incumbents continue as holdovers.

3. Ms. Cronin included the bid tally and low-bid approval for the ventilation project at McCarthy Village. The bathrooms in the elderly development do not have windows and the ceiling vents need to be replaced. Included in the scope are the purchase and installation of vents and ground faults, carpentry work and painting. The bids came in higher than expected. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***To award the McCarthy Village ventilation project No. 002062 to the low bidder, Gaffny Corporation Contractors, in the amount of \$57,143.***

Ms. Cronin reviewed the memo she gave the Board identifying the capital items that tenants would like to see included in future capital plans. The 5-year capital plan is the same as the one submitted last year with the additions of tree removal at Windsor Avenue and renovations of the community room at Sachem Way. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***To approve the 5-year capital plan as presented.***

The Board reviewed the proposed personnel policy updates. MA NAHRO hired an attorney who specializes in public sector employment law to create a personnel policy that could be used by Housing Authorities. Mr. Bettez recommended language changes to the Electronic Communications and Computer Use Policy. Ms. Kolb recommended adding language to the Drug and Alcohol-Free Workplace policy. The Board also added some language to the Vehicle Use Policy. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***To approve the Domestic Violence Leave, Work Place Violence, Drug and Alcohol-Free Workplace, Smoke Free Workplace, Electronic Communications and Computer Use Policy and Vehicle Use Policies as amended.***

4. Mr. Bettez updated the Board on the progress of the Main Street Committee. Mr. Bettez reported that the consultants the Town hired reported that the site did not have the potential for an Inn based on the market and feasibility analysis. Mr. Bettez recommended that the AHA put together a rendering of what an elder development would look like there to help the committee and Town see the potential of housing on the site. The Board suggested using Benfield Farms as a model. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Authorize Ms. Cronin to seek price proposals for architectural drawings not to exceed \$15,000***

Mr. Whittlesey let the Board know that he was continuing to advocate for housing on the River Street site. Mr. Whittlesey is going to talk to the consultants to see if they can put together a model for the site.

Ms. Kolb reminded the Board that the Community Preservation applications are due in November and that the Board needs to decide if it wants to apply. Ms. Kolb let the Board know there was a lot of talk among committee members about the need for housing proposals.

Ms. Baran let the Board know that the Common Ground project was approved by the Zoning Board.

doing accounting and bookkeeping. She has also been a volunteer treasurer for the Conant School PTO and the Acton Chinese Language School. Ms. Cronin let the Board know that she was very excited about these two individuals joining the Acton Housing Authority team. Ms. Cronin reminded the Board that when Linda Colby retired the staff took her to lunch and she was given a gift certificate from the AHA and asked for permission to do that for the two new retirees. The Board agreed. Ms. Baran expressed her appreciation as the Treasurer for the work Doreen has done over the years.

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

***Approve the June and July vouchers (monthly list of accounts payable) as presented.***

6. Mr. Whittlesey asked if there were any comments or further discussion. There was no further discussion. Mr. Whittlesey made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***To adjourn the meeting and enter into Executive Session.***

Respectfully submitted,

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

Attachments to the August 28<sup>th</sup> meeting:

Minutes of the July 9, 2018 meeting, financial audit and agreed upon procedures report by Guyder-Hurley, communication from Amy Stitely regarding Governor's appointee, low-bid approval memo from Jeff Baxter, Project Manager (RCAT) for McCarthy Village ventilation project and bid-tally, Domestic Violence Leave, Work Place Violence, Drug and Alcohol-Free Workplace, Smoke Free Workplace, Electronic Communications and Computer Use Policy and Vehicle Use Policies, 2<sup>nd</sup> Quarter financials, 5-year capital plan and memo from Ms. Cronin to Board regarding tenant input, June and July Voucher

