

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes, Monday, November 19, 2018, Room 126, Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on November 19, at 7:30 PM in room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Bernice Baran, Lara Plaskon, and Bob Van Meter, and Associate Member Dan Buckley, who was named a voting member for this meeting.  
Guest – Alissa Nicol

Nancy Tavernier, Chair, called the meeting to order at 7:30 PM. Bernice Baran was appointed Clerk for the meeting.

**I. MINUTES** The Minutes of the meeting on October 15 were read and approved.

**II. FINANCIAL REPORT**

As of October 31, the total assets are \$145,302.57. These include \$136,442.65 in the Savings Account, \$3259.32 in the Checking Account, and \$5,600.60 in the CD. \$60,000 has been transferred from the Concord Mews Fund to the Savings Account. Ms. Patenaude and Ms. Tavernier have reviewed our Balance Sheet. The Financial Report was approved.

**III. UPDATES**

**Regional Housing Services** –Ms. Plakson reported that the Martin St. two bedroom is available. She is preparing for the lottery for Post Office Square which will be held on December 10.

**Kelley's Corner** – Mr. Van Meter reported that the Steering Committee has met and has reviewed the Report on revisions to the infrastructure design. The Acton Historical Society had raised concerns about Hosmer House. Sidewalks have been redesigned to provide adequate frontage. Requests for additional funding for the appraisal and acquisition will be made at the April Town Meeting.

**IV. DEVELOPMENTS**

**Current Developments**

**146 Prospect St** – The trees have been removed, and the foundations have been completed.

**Previously Discussed Developments**

**4 Piper Lane** – The Board of Selectmen has sent a letter to MassHousing recommending that the current Proposal be denied, citing density, traffic and design concerns.

**Powder Mill Place** – The developer has now agreed to pay for the sewer expansion for Acton. Maynard is still raising concerns and has not yet signed the application.

**Avalon Expansion** – The proposed development continues to wind its way through the review process.

#### **V. OLD BUSINESS**

**Community Engagement Initiative Program** – The Committee is working on its Mission Statement and name for the housing discussion group.

#### **VI. NEW BUSINESS**

**Down Payment – Closing Cost Assistance Request** – A request for \$2,500 was approved.

**RFI Submittals for 348-364 Main St.** – The Committee has received four responses. Three are for housing, including one submitted by the Housing Authority for thirty one senior rentals. One response is for a dog park. The Committee will meet on November 26 to discuss the responses.

**Fund Update for Housing Production Plan** – RHSO has sent an estimated cost for the updated Housing Production Plan for 2020. The current Plan expires on 8/18/20. RHSO is proposing partnering with JM Goldson at a cost \$26,870. Members voted to fund the update.

The meeting was adjourned at 8:15 PM. ACHC's next meeting is scheduled for December 10 or 17, 2018.

#### **STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:**

Agenda for meeting on November 17, 2018

Minutes of October 15, 2018

General Ledger – October 31, 2018

Balance Sheet – October 31, 2018

Letter from BOS to Mass Housing – 11/13/2018

Down Payment Request

RHSO Estimate for Housing Production Plan Update