

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVE, ACTON, MA 01720  
MINUTES  
June 25, 2019 at 4:00pm

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

Mr. Whittlesey called the meeting to order at 4:08 p.m.

1. The Board reviewed the minutes of the May 28, 2019 meeting. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the minutes of the regular meeting for May 28, 2019.***

2. Ms. Cronin updated the Board on the State centralized waiting list. She explained that the new list is having devastating impacts on Housing Authorities (HA's) ability to turn over units. A significant amount of staff time is being spent to send top of the waiting list letters to the homeless applicants on the list. So far for the two-bedroom list 150 applicants have been sent letters and only 5 have responded and they sent incomplete information. Ms. Cronin let the Board know that the lack of response is resulting in it taking months to turnover units at HA's across the State. Ms. Cronin let the Board know this would impact the Acton Housing Authority, (AHA) with future unit turnovers.

Ms. Cronin updated the Board on the capital projects. The flooring project at McCarthy Village is almost completed. The driveway project at Sachem Way has been put out to bid.

Ms. Cronin let the Board know that she had distributed flyers with information about housing services to residents at the Concordia and she was accompanied by Detective Mike Eracleo. The Town is holding a housing fair for residents of the Concordia the following month. Ms. Cronin also updated the Board on funding for tenant services. The Acton Boxborough United Way has provided funds to allow the Family Self-Sufficiency (FSS) coordinator to work with state residents and the FSS grant is coming out again soon.

3. The Board reviewed the comments from Mass Housing Partnership on the development consultant request for services (RFS). Ms. Cronin thought the comments were very helpful and pointed out that MHP thought the cost for the consultant would be higher. The Board reviewed the revisions and discussed possible dates for interviewing applicants. Mr. Bettez made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the revised development consultant request for services.***

4. Ms. Cronin let the Board know she was going to be attending the Community Preservation Committee (CPA) meeting. Ms. Kolb said the CPC was looking at past spending and was going to have a focus discussion on housing. Ms. Cronin said that Ms. Tavernier had put together a power point. The Board asked her to bring the Main Street rendering to the CPC presentation.

Ms. Baran updated the Board on Acton Community Housing Corporation business. She let the Board know that safe harbor was not achieved prior to the Piper Lane proposal so the process was moving forward with a lot of neighborhood opposition.

5. The Board reviewed the May voucher. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

*Approve the May voucher as presented.*

6. Mr. Whittlesey asked if there were any comments or further discussion and upon hearing none announced that the Board was going into Executive Session to discuss tenant account receivables and that the Board would not be going back into session. Mr. Whittlesey made a motion which was seconded by Ms. Kolb and by roll call vote was unanimously voted in the affirmative to:

*Adjourn the meeting at 5:12pm and enter into Executive Session.*

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin  
Executive Director

Documents and Exhibits Used During the **June 25<sup>th</sup>** meeting:

Minutes of the May 28, 2019 meeting, Request for Services for a Development Consultant with tracked comments and edits, May Voucher