

ACTON HOUSING AUTHORITY
 BOARD OF COMMISSIONERS MEETING
 68 WINDSOR AVENUE, ACTON MA 01720
 MINUTES
 December 13, 2011

RECEIVED
 MAY - 9 2012
 TOWN CLERK, ACTON

Present: Bernice Baran, Nancy Kolb, Ken Sghia-Hughes, Dennis Sullivan and Robert Whittlesey

Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the minutes of the November 29, 2011 meeting.

2. Ms. Cronin updated the Board on holiday donations. All 32 families that requested donations are receiving them. Many of the donors are from the Acton Public Schools. Ms. Cronin also updated the Board on tenant services to seniors who don't speak English. She has found several volunteer translators. Last week the volunteers helped the seniors fill out applications for the Road Runner through the Lowell Transit Authority.

Ms. Cronin presented the certificate of final completion for the ARRA Boiler Replacement project at Sachem Way and 128 Parker Street. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the Certificate of Final completion for the Boiler Replacement Project, Fish No. 002020, contract with Charles Moran Plumbing and Heating for \$255,000.

2. The Board reviewed the new salary and budget certifications from DHCD. The Board was deeply concerned that DHCD was requiring Board members to sign a document stating that they can be held "individually liable for making statements that are false" and that all Housing Authorities were being asked to change the normal business certifications because of one corrupt HA. The Board was satisfied the AHA has enough levels of oversight, between the staff, ED, accountant and auditors that all financial reporting is truthful and accurate. Mr. Sullivan made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Sign the new budget certifications for 2012. (copy attached)

3. The Board reviewed correspondence between Ms. Cronin and DHCD regarding 3 year Executive Director contracts. DHCD reports that after the first year of a contract for

ED's most Boards contract for 3-5 years. DHCD represents the Board in any contract disputes between the ED and Board. DHCD is also party to the contract and must approve any changes or alterations. The Board also discussed the new certifications required by DHCD to accompany ED contracts. None of the administrative staff at the AHA is getting cost of living increases in calendar 2012 because of expected cuts in Section 8 administrative budgets. Mr. Sullivan made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve a three year contract beginning January 1, 2012 at the existing pay of \$70,070 with Ms. Cronin. (copy attached)

The Board discussed the CEDAC loan. Ms. Cronin included the expected loan terms and copies of the Sudbury HA loan agreements. The Board empowered Ms. Cronin and Mr. Whittlesey to accept the loan on behalf of the Board. If the terms are appreciably different they will not sign the documents and bring it back to the Board for discussion. The rate of interest is expected to be 7%. Mr. Sullivan made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

That the Corporation be authorized to enter into, execute and deliver a loan agreement (the "Loan Agreement") with the Community Economic Development Assistance Corporation ("CEDAC") to borrow funds in the amount of up to \$120,000 (the "Loan") to be used to pay certain technical assistance, site control and/or predevelopment costs related to the proposed acquisition and development of the McCarthy Village II/Sachem Way Project (the "Project");

That the Corporation be authorized, if required by the Loan Agreement, to execute and grant to CEDAC, a security for the Loan, a mortgage encumbering the Property, an assignment of the corporation's option (if any) to purchase the Property, and an assignment of the Corporation's interest in and to the purchase and sale agreement (if any) of the purchase of the Property.

That the executive director and chairperson (titles of authorized officers) be authorized, each acting individual, to execute on behalf of the Corporation the Loan Agreement, note, any mortgage, option to purchase or assignment of option to purchase required under the Loan Agreement and such other documents or instruments as they may deem necessary or desirable in connection therewith that executive director and chairpersons (titles of authorized officers, or job titles of authorized representatives) be authorized, each acting individual, to sign on behalf of the Corporation requisition certificates for advances of the proceeds of the Loan and that the execution of any of the foregoing shall be conclusively deemed to have been authorized by this vote.

The Board discussed the RFP for owners' project manager. The proposals are due to the AHA on Wednesday, December 21st. The Board is invited to review the proposals. Ms. Cronin, Mr. Whittlesey and Ms. Mautner (and any other Board members interested in attending) are discussing the proposals on Thursday, December 22nd at 1:30. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Authorize Ms. Cronin and Mr. Whittlesey to offer the position to the best applicant. If Ms. Cronin and Mr. Whittlesey do not have consensus they will bring it back to the Board for a vote.

The Board reviewed the Annual report for the Town of Acton. Ms. Cronin is going to e-mail it to members so they can submit any comments in writing. The Board discussed changing the local preference to not include Boxborough residents. Acton has contributed considerable financial resources to the AHA and Boxborough has not. The Board would like Ms. Cronin to mention it to Boxborough Town staff and will discuss the issue further at the January meeting. Currently Boxborough residents with a local preference represent 8-19% of the local preferences on the waiting lists.

4. Mr. Sghia-Hughes let the Board know that many proposals were submitted to the CPC for funding. The largest is a new field at the High School. He thought the AHA's request would be considered but that the amount was considered too high by the members of the CPC. Ms. Baran updated the Board on ACHC activities. The Board discussed seeking support from the ACHC for development funds for Sachem Way. The Board will review further once CPC sentiments regarding the proposal are fully understood.
5. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the November voucher (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully submitted,



Kelley A. Cronin
Executive Director

Attachments: November 29, 2011 Minutes, Boiler Project Certificate of Final Completion, 2012 Budget and Budget Narrative, DHCD (new) Budget Certifications, Executive Director Contract, DHCD Board Certifications for ED contract, Letter from Secretary Bialecki to MA NAHRO, Letter from DHCD to LHA's, E-mail between Ms. Cronin and DHCD regarding ED contracts, E-mail from DHCD to Ms. Cronin regarding Vacation Leave, E-mail from DHCD to LHA's regarding certifications, Sachem Way Award Letters, Sachem Way Schedule, Sudbury HA CEDAC loan documents, CEDAC Certificate of Borrowers Clerk, Draft Annual Report, Waiting List information and Boxborough residents percentage, November Voucher