

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Thursday, August 16, 2012**  
**Room 126, Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Thursday, June 7, at 7:00 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, Jennifer Patenaude, and Dan Buckley, appointed a voting member for this meeting.

Guests: Janet Adachi, Board of Selectmen; Pat Clifford, Finance Committee; Holly Ben-Joseph, Design Review Board, Philip Singleton, Danielle Singleton and Bill Luster of the Charing Cross Realty Trust/Post Office Crossing Team

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

I. The **Minutes** from the Meeting of July 19, 2012 were read and approved.

II. **Financial Report** Jennifer Patenaude, Treasurer, presented the 2012 Year End Financial Report. The Report was accepted pending clarification of the status of the Concord Mews mitigation funds. The remainder of \$500,000 is expected to be received by the end of 2012. The amended Report will be filed with the Board of Selectmen. Mrs. Tavernier and Ms. Patenaude will meet with the Finance Director and Town Accountant prior to arranging an independent audit.

III. **Updates**

**Old High School Commons:** The Commission on Disabilities voted to recommend a variance to waive the need for the second front door to be handicapped accessible. One unit is still available for rent. Everything seems to be going very well at the apartments.

**Acton Meadows:** Habitat for Humanity has applied to DHCD for approval of their marketing plan for the existing house on the property. Habitat has its own eligibility requirements and rather than using the lottery system. Mrs. Tavernier is helping Habitat navigate the DHCD process.

**Regional Housing Services Office:** Beth Rust, the Coordinator will attend the next ACHC meeting. A couple has inquired whether they can remain in their home and allow a deed restriction to be placed on it, lowering the assessed value and letting it become an affordable property upon their death. The couple wishes to reduce the assessed value of the property during their lifetime and pay taxes accordingly. ACHC discussed the suggestion. Ms. Rust will explore its feasibility and report to ACHC.

IV. **Old Business**

**Mass Ave. House:** Janet reported the town manager has assigned this problem to the Finance Director and Assessor. They are reviewing ACHC's request for the Board of Selectmen to release the property's deed restriction.

**Post Office Crossing Discussion:** The Developers presented information about their plans for

building twelve homes including three affordable units. They distributed a packet with updated information and designs. The Developers have now determined that the planned septic system is adequate and that there are no wetlands on the site. They have replaced the earlier home designs with more traditional "New England style" homes and have retained Barnraisers as consultants to build to LEED standards. Informational Meetings have been held for abutters and Town Officials. A LIP Application was presented with a request for ACHC's endorsement of the Proposal. Developers responded to questions from ACHC members. Garages have been placed under or behind the homes to improve their style and marketability. A Homeowners' Association will be established. ACHC members emphasized the importance of establishing LEED standards for the affordable homes and having them situated throughout the development. Ms. Ben Joseph commented favorable on the design. Members of the Commission on Disability have requested information about the general need for accessible homes. The Developers have received few requests in recent years. Post Office Square will not include an accessible house.

ACHC members voted unanimously to recommend support of the LIP application, to sign off on it, and to send it to the Board of Selectmen.

**Willow Central:** Mark O'Hagan has filed the completed Cost Certification with DHCD.

#### **New Business**

**New CPA Amended Law:** The new law clarifies that Community Preservation funds can be used to provide financial assistance in downpayment programs for the "purpose of making affordable housing available".

**Ellsworth Village:** There is still an affordable two bedroom unit available for eligible residents 55 and older. Mrs. Tavernier has recommended that the unit be advertised.

The meeting was adjourned at 8:45.

The next ACHC meetings will be on September 6th and 20th.

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

Minutes from July 19, 2012 and ACHC Financial Report 2012

Letter from Philip Singleton and Packet of Information with LIP Application to DHCD for Post Office Crossing Development

Update for Acton RHS

Cost Certification for Willow Central

Section of Amended CPA Law