

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Thursday, November 15, Room 126, Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Thursday, November 15, 2012 at 7 PM in Room 126 at Acton Town Hall Constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Bernice Baran, Jennifer Patenaude, and Corrina Roman-Kreuze. Dan Buckley was present and was made a voting member for this meeting.

Guest: Janet Adachi, Board of Selectmen, Pat Clifford, Finance Committee

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 October 18 were read and approved.

II. **Financial Report** Mrs. Tavernier and Mrs. Patenaude have met with Steve Barrett, Acton Finance Director, to review the 2012 Year End Report. The Committee voted to authorize them to select an outside CPA who will conduct an independent audit. This will then be submitted to the Board of Selectmen. Mrs. Tavernier distributed the definitions of the three categories of ACHC Funds, Administrative, Community Housing Program Fund and ACHC Funds. Depending on the recommendation of the CPA, Ms. Patenaude will be purchasing software which will be used to track our revenues and expenses starting in fiscal 2013.

III. **Updates**

Old High School: Tenant issues have been resolved.

Regional Housing Review Organization: Beth Rust, Regional. Housing Coordinator, has been reviewing deed restricted Lip units in Acton checking for unapproved mortgages and transfers. She discovered that one owner had failed to inform the first bank about the existence of the line of credit second mortgage during a refinance without informing DHCD or the town. DHCD has sent the owner a letter reminding her that she cannot sell her unit for more than the maximum resale price specified in the Deed Rider regardless of the amount of debt on her property. There will be other unit owners with similar problems. Beth will continue to monitor and report to ACHC.

IV. **Old Business**

Franklin Place: Since ACHC is listed as the monitoring agent, we need to issue an opinion on the profit calculation for Franklin Place. The ACHC voted to authorize Mrs Tavernier and Ms Patenaude to select a CPA to review its statement of profit. The Cost Certification is needed by MassHousing to close out the project.

DHCD Housing Conference: Mrs. Tavernier participated in the recent DHCD housing conference in Worcester which was well attended by housing advocates, developers, and government officials.

#### **V. New Business**

Capital Improvement Program: As recommended by Mrs. Rust, Mrs. Tavernier has revised the capital improvement program to add provisions that funds will be paid directly to the vendor upon receipt of the signed invoice which will include the Tax ID # rather than to the homeowners. Also, submission of W9 forms, written approval by the homeowner, and photos of the finished work will be required. In addition, committed funds will now be reimbursed to ACHC if the home is sold within the first year after the contracted work is completed. An updated Application Form for these funds was presented.

Capital Improvement Program for Energy Efficiency: This prospective new Program would be for income eligible residents and would use non CPA funds to improve energy efficiency in non-restricted units. This Program is in effect in other RHS communities. This will be discussed further in future meetings.

Letter of Support for S. 2399: ACHC voted to authorize sending a letter supporting the passage of an Act establishing statutory standardized provisions for the definition and enforcement of deed restrictions for resale prices throughout the Commonwealth.

Developer Interest in Parcels: A developer has been exploring possibilities for building on two parcels in Acton, one of which is town owned property. These would consist of eight to ten mixed income units. ACHC members discussed various issues involved in developing these parcels. Mrs. Tavernier will inquire about how the presence of wetlands on part of one of the properties could affect the number of buildable units.

The meeting was adjourned at 8:20. **The next ACHC meeting is scheduled for December 6, 2012.**

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

Minutes from Meeting of October 18, 2012

ACHC Year End Financial Report for 2012

Revised Definitions of ACHC Funds - 2012

Letter from DHCD to Owner of LIP Unit

Revised Statement of Capital Improvement Program for Preservation Program for Affordable Units

Revised Capital Improvement Cost Assistance Program

Letter of Support for S. 2339

Maps of Two Parcels for Potential Development