

## ACTON COMMUNITY HOUSING CORPORATION

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on September 10, 2009 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, Bob Van Meter, Bernice Baran, Brent Reagor, and associate members Betty McManus (designated by the Chair as a voting member for the purposes of this meeting), Kevin McManus.

Guests: Pat Clifford, Finance Committee

### I. Approval of minutes – August 13, 2009

Motion to accept as written made by Van Meter and seconded by Baran. Passed unanimously

### II. Financial report

K. McManus presented a financial report for FY2009, balance in accounts as of 6/30/2009 is \$247,365.22; an increase of more than \$100,000 in one fiscal year due to CPA funding of the Community Housing Program Fund.

### III. Updates

Madison Place Lottery – Lottery was held, 2 households for the local unit and 3 for the at-large unit submitted applications. The winner of the local unit is a household of 4. It is expected that the family will submit a request for down payment assistance. The winner of the at-large unit is a family of 5, but occupancy of the unit is not expected for up to 2 years from now.

Lalli Terrace Lottery – The lottery agent has reported that there are two applicants for the two 2-bedroom units and one applicant for the 4-bedroom house unit. Lottery will be held soon.

99 Parker Street Project – Project was endorsed by the Board of Selectmen at their last meeting. Marketing materials will be sent out to Town employees for the market-rate units.

Sewer Billing Issue – Resident has accepted the conditions placed upon the recommendation for payment. The committee is still waiting on the Water District for a new reading to address the resolution of the toilet leak.

### V. Old Business

670 Massachusetts Ave –

The Board of Selectmen asked the Town Manager to resolve the outstanding issues of utilities and access to the property as identified in the August 14<sup>th</sup>, 2009 ACHC memo to the Board of Selectmen. Attorney Dan Hill has contacted the Town Manager and informed him that the Town only needs to sign the disposition agreement at the moment. No decision needs to be made on the options of disposition. The inspections do not need to be completed prior to the signing of the agreement. Once the agreement is signed by

all parties, the Title for the property will go to the bank, the bank will offer the title to the Town, and the Town then has thirty days to choose one of the three options available that were discussed at the August 13, 2009 ACHC meeting. Once the bank offers the Town the 3 disposition options after the execution of the disposition agreement, the inspections of the house and the onsite wastewater system can then occur. Knowing the condition of the house will assist the ACHC in determining the likelihood of finding an eligible buyer.

Motion made by Van Meter to recommend execution of the disposition agreement by the Board of Selectmen. Seconded by B. McManus. Passes unanimously.

Memo to the Board of Selectmen will reflect that the ACHC will not accept any financial responsibility for the disposition of the property at this time.

## VI. New Business

Willow/Central landscaping quote –

Willow/Central was an ACHC project. Even though the property was conveyed to a developer and sold to two home buyers and the Acton Housing authority, ACHC still maintains an interest in the success of the development. A problem with the quality of the lawn was reported by one of the home owners in the Spring of 2009. Top soil at site contained debris that was not removed prior to hydro-seeding at the end of construction. Lawn maintenance following the construction was minimal, and now the lawn has developed significant issues.

Discussion have taken place with Mark O'Hagan (MCO Associates, the developer) who has offered to provide 40 yards of fresh loam at a value of approximately \$800. The Acton Housing Authority director operating on behalf of the condominium association, has solicited quotes for the spreading of the loam and reseeding of the lawn, the work to be done after school started this fall. The cost of this work is approximately \$3,000. Concerns were raised by the committee that only one quote has been obtained by the condominium association and that the quote may not adequately address the scope of work necessary to resolve the situation. All in attendance agreed that this issue must be addressed in a joint nature, including funding, by the condominium association and the ACHC. Nancy will transmit ACHC's concerns to Kelley Cronin, president of the Willow-Central condo association.

CPA requests for 2010 –

The committee discussed potential ideas and uses in preparation for a request for CPA funds at the 2010 Annual Town Meeting. B. Van Meter suggested exploration of a funding mechanism to provide an incentive for the development of LEED-certified affordable units by providing a subsidy to the construction and will return to the next meeting with additional cost information.

Preparation of mailing to all affordable owners –

ACHC has 38 home ownership units, with the earliest sold in 1995. There are 299 rental units also under the purview of the ACHC, with 297 in Avalon and 3 in Robbins Brook assisted living. Three owners have obtained lines of credit or refinanced mortgages without prior approval of the Town or DHCD. The 38 units have a total of 114 occupants, and 45 school age children. Each of the unit owners will receive information on how to contact ACHC and the DHCD rules on refinancing and lines of credit for affordable units as well as resales of the units.

VII. Next meeting and other events

Topics for discussion at the next meeting include workshops for affordable unit owners and future buyers, potential condominium buy-down programs, and the current lending and credit environment.

VIII. Adjournment  
8:40 pm

Respectfully submitted,

Brent Reagor