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ACTON

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
APRIL 29, 2014

Present: Bernice Baran, Nancy Kolb and Robert Whittlesey
Absent: Ryan Bettez and Ken Sghia-Hughes
Also Present: Kelley Cronin
Attending: Virginia Loftus

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

1. The Board reviewed the minutes of the previous meeting. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the minutes of the March 25, 2014 meeting.

2. Ms. Cronin updated the Board on operations. One unit is vacant and the replacement of the kitchen, baseboard heaters and flooring is out to bid. Ms. Cronin hopes to have the unit completed by the end of June. Ms. Cronin updated the Board on the business of the Massachusetts Chapter of the National Association of Housing and Redevelopment Authorities, (MA NAHRO). Ms. Cronin is on the MA NAHRO benchmarking committee working with the Massachusetts Department of Housing and Community Development (DHCD) to establish criteria for evaluating Housing Authority performance. Ms. Cronin reminded the Board that the MA NAHRO Conference is being held in May. Ms. Cronin gave Mr. Whittlesey the new Board manual created by DHCD for review. It will be shared with each Board member and is available on-line.

3. Ms. Cronin let the Board know that the Acton Housing Authority (AHA) needs to submit a five year plan to the Federal Department of Housing and Urban Development (HUD) this year. To assist the AHA Ms. Cronin nominated several Housing Choice Voucher participants to serve on the Resident Advisory Board (RAB) in a memo to the Board. Ms. Cronin reviewed the HUD description of RAB's and their purpose which was also included in the Board packet. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Appoint the four Housing Choice Voucher participants nominated to the RAB by Ms. Cronin.

Ms. Cronin reviewed the amendment to the Contract for Financial Assistance (CFA) with DHCD for funds to assist with the design of the heat replacement project FISH #02035 at Windsor Green. The original CFA was for \$14,764 and with the amended award is \$23,365. DHCD did not include the investment audit in the original award. Resolution and Board vote attached to these minutes.

Ms. Cronin let the Board know that the final budget for 2013 was revised and resubmitted. The original budget incorrectly identified a subsidy payment from DHCD as an overpayment when it was a reserve deposit. Ms. Cronin realized this when going over the financial statements for the heat replacement project and notified the fee accountant, Howard Gordon, who made the necessary revision. The revised budget submission was included in the Board packet.

Ms. Cronin reviewed a memo from Sarah Glassman, Acting Associate Director of DHCD. The memo instructed Housing Authorities to approve their annual subsidy agreement for the fiscal year beginning July 1, 2014 for the State public housing program from DHCD. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the annual subsidy agreement and authorize Ms. Cronin to sign.

4. Ms. Cronin reviewed the capital projects the AHA is currently working on. After requesting work orders for an architect from DHCD for the door replacement and window replacement projects in October one work order was received on January 25th for the windows and the other was received at the end of May for the windows. Ms. Cronin hopes the architect will have the design specifications ready to bid the windows by June. The sidewalk repair at McCarthy Village and Windsor Green is currently being bid.

Ms. Cronin let the Board know that DHCD was not going to apply for the bond financing for the heat pumps. The Board discussed the need to come up with another option for the heat replacement. Ms. Cronin proposed having the energy audit include other heat options to make sure all options are considered. DHCD required that the heat replacement be an air source heat pump. The Board agreed that an audit should look at other possibilities before a final decision is made.

Ms. Cronin updated the Board on Whittlesey Village. All units are occupied and the floor repairs have been made. Ms. Cronin let the Board know that all the units were being inspected by the subsidizing agency that week. Ms. Baran updated Board members on Acton Community Housing Corporation activities.

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

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

The following resolution was introduced by Nancy Kolb, read in full and considered:

**RESOLUTION AUTHORIZING AMENDMENT #1 TO CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN 1006, PROJECT NO. 2035 FOR HOUSING PROGRAM 667-1, WINDSOR GREEN TO CONTRACT FOR CAPITAL IMPROVEMENT WORK PLAN
NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE ACTON HOUSING AUTHORITY, AS FOLLOWS,**

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Acton Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest to the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of this Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall be effective immediately. Nancy Kolb moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Bernice Baran, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 3 Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.

Attachments for the meeting April 29, 2014:

Minutes of the March 25, 2014 meeting, Memo to Board on the Rental Advisory Board with a HUD description of the RAB attached, Amendment to the Contract for Financial Assistance from DHCD for heat replacement FISH #002035 and resolution, Memo from DHCD for annual subsidy renewal, contract for annual subsidy renewal, Budget revision to end of the year financials for 2013 with e-mail correspondence between Ms. Cronin, the fee accountant and DHCD, March Voucher