

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
JUNE 26, 2014

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

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 May 27, 2014 meeting as amended.

2. Ms. Cronin updated the Board on operations. She let the Board know that the audit should be available this summer. The State Auditors are expected to audit the Acton Housing Authority (AHA) sometime soon as well and other local Authorities have reported that the auditors are there for months. The Department of Housing and Community Development (DHCD) conducted a programmatic audit of the new development and the construction portion will be audited soon as well.

Ms. Cronin reviewed the Joint Committee on Housing's bill to reform public housing. Ms. Cronin let the Board know that she thought it was a good effort by the Legislature and that MA NAHRO had endorsed it. The Board did not want to endorse the Joint Committee on Housing's proposal. There was concern among some members that it did not go far enough and with others that it went too far in opening the door to regionalization.

3. Ms. Cronin provided the Board with an update on the condominium sale. Included with the Board's packet and sent to Board members prior to the meeting by e-mail were a draft of the deed, power of attorney, certificate of seller's clerk and a vote authorizing the sale. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Authorize the sale of 48 Great Road, unit 12 for \$103,000 and approve Wilson and Orcutt to have the power of attorney for the sale. (documents attached to minutes)

Ms. Cronin let the Board know that the site work at McCarthy Village and Windsor Green was completed. Included in the Board's packet was the field report from the design engineer, Allen and Major, and certificate of completion. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the certificate of final completion from Superior Sealcoat, Inc. for Site Work Project Number #002036 in the amount of \$13,777.

4. Ms. Cronin presented the bid tallies for the window replacement project at scattered condominium locations. Included with the bid tallies is an e-mail from DHCD rejecting the bid of East Coast because they did not provide a bid deposit and approving the bid of Alpha Contracting Associates, Inc. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the bid of Alpha Contracting Associates, Inc. and authorize Ms. Cronin to execute a contract in the amount of \$85,000 for the replacement of windows at 705-C condominium units, DHCD project #002032.

Ms. Cronin reminded the Board that Jennifer Raitt, Housing Planner for Metropolitan Area Planning Council, was coming to the July meeting as is Peter Berry who is the AHA's liaison from the Board of Selectmen.

Ms. Cronin discussed the need for more staffing. When she began at the AHA in 2005 there were two additional part-time positions, an office assistant and a maintenance position. Both positions were eliminated due to cuts in the Section 8 administrative program and increases to staff costs due to cost of living increases and benefits. Ms. Cronin is asking the accountant, Howard Gordon, to look at the increases in revenue due to the additional units and see if there is room to get back to the original staffing levels.

5. There was no Community Preservation Committee report or updates on Community Housing. Ms. Cronin reminded the Board that they had not voted to replace the Vice-Chair position when Dennis Sullivan retired from the Board. The Board decided to have elections at the July meeting when Mr. Sghia-Hughes and Mr. Bettez are expected to attend.

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

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

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the meeting June 26, 2014:

Minutes of the May 27, 2014 meeting, Certificate of Seller's Clerk, Power of Attorney and Deed for 48 Great Road, unit 12, Field Report and Punch List from Allen & Major Associates, Inc. for the site improvement project #002036, Certificate of Final Completion for project #002036, DHCD e-mail approving the low-bid for window replacement project #002032 dated 6/24/14, Bid Tally for project #002032, bid from Alpha Contracting, Certificate of Authorization to contract with Alpha Contracting, May Voucher