

ACTON COMMUNITY HOUSING CORPORATION
Minutes
Thursday August 21, 2014, Room 126, Acton Town Hall

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Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Thursday, August 21, 2014, at 7:00 PM in room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were members Nancy Tavernier, Bernice Baran, and Bob Van Meter. Associate member Dan Buckley was designated as a voting member for this meeting.

Guests: Janet Adachi, Board of Selectmen; Pat Clifford

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

I. The Minutes from the Meeting on July 17 were corrected and approved.

II. Financial Report

The Year End FY14 Report was reviewed. It shows an ending balance as follows:

Business Money Fund: \$248,876.72

Checking Account: \$1,738.63

CD : \$5,305.71

ACHC voted to accept the Report. It will be included in the Town's Audit.

The monthly report for July 2014 was reviewed. Checking balance was: \$3,523.63, Money Fund balance was: \$247,595.28

Ms. Tavernier confirmed that she has reviewed the Report and the monthly statement.

III. Updates

Minuteman Road refinancing has been completed.

IV. Old Business

Housing Production Plan: MAPC (Metropolitan Area Planning Council) submitted an updated scope and budget. ACHC reviewed and voted to approve the scope and budget. The Town Manager has signed the contract. Bob Van Meter and Ms. Tavernier will present it to the Selectmen in September. The Selectmen will have an important role in the Plan since it must be approved in the end by the Selectmen and the Planning Board. We will need the Selectmen to encourage members of all town boards to attend the opening forum.

RHSO: The office has moved to Concord. Ms. Tavernier represents Acton in its monthly meetings.

ACHC Action Plan: The Action Plan was reviewed and updated. Steve Steinberg has presented his plan for the office building on Great Road to the Selectman. The original developer for the Mass Ave. site has been outbid. The final unit at the 99 Parker St. development will be sold to a private buyer.

V: New Business

Drummer Road : ACHC voted to recommend to the Board of Selectman that the Acton Housing Authority be designated as a purchaser of an affordable unit in Parker Village. The unit is being resold through the LIP process, it was originally part of the Condo Buydown program. The owner has not found a private buyer within the 90 days and per the terms of the lease, the unit can be purchased by the DHCD, the Town, or its designee. The ACHC will recommend the use of the Bentley St. Improvement Fund (a housing gift fund which is designated for affordable housing purposes) to buy the unit. The plan is for the Acton Housing Authority to purchase the unit.

The ACHC has agreed to keep the unit on the market until the Selectmen vote on September 8.

Closing Cost Assistance Request: ACHC voted to approve a grant of \$2,500 toward the closing costs to a couple who are buying an affordable unit at Quail Ridge.

Design Review Board: Ms. Tavernier will send our comments to the BOS on a revised Charge under review.

The meeting was adjourned at 8:30PM. **Next meeting will be held on 9/4/2014.**

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda, August 21,2014

Minutes, July 17,2014

Annual Financial Report

MAPC Housing Production Plan, scope and budget

ACHC's Action Plan Updated

DHCD Regulations Regarding Resale

Analysis of ACHC's Revenue Funds

Closing Cost assistance application