

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
SEPTEMBER 16, 2014

Present: Bernice Baran, Ryan Bettez, Ken Sghia-Hughes and Robert Whittlesey
Absent: Nancy Kolb
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 Mr. Bettez and unanimously voted in the affirmative to:

Approve the minutes of the August 12, 2014 meeting.

2. Ms. Cronin updated the Board on operations. She let the Board know that the State Auditor's office began the audit of fiscal years 2012 and 2013 on September 3rd. Ms. Cronin let the Board know that David Vincent, maintenance mechanic, was moving to Florida mid-October and she was posting the job position. Ms. Cronin reviewed a draft Memorandum of Understanding between Acton and Hudson Housing Authorities for emergency maintenance coverage. The Board supported the agreement and authorized Ms. Cronin to work out the details for formal approval.

Ms. Cronin also let the Board know that Fran Spayne was retiring in October and gave the Board a draft job description for the Family Self-Sufficiency/Tenant Services position. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the new job description for Family Self-Sufficiency/Tenant Services position. (description included in Board packet)

3. Ms. Cronin presented the certificate of final completion for the kitchen replacement project at 85 Hosmer Street, unit C6. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the certificate of final completion for the Kitchen, Floor and Baseboard Heater replacement Capital Improvement Project #2039 at 85 Hosmer Street, #C-6 and authorize the payment of \$27,928.

The Board discussed the purchase of 5 Drummer Road, unit C4. Ms. Cronin went over the costs associated with the purchase of the unit. The Acton Community Housing Corporation (ACHC) is providing \$110,000 for the purchase of the affordable unit. The Acton Housing Authority (AHA) costs will be for a new floor in one of the bedrooms, a new refrigerator, bath tub, inspection, legal fees and lottery costing up to \$11,000. Ms. Cronin reviewed the determination of uniqueness, the memorandum of understanding and certificate and authorization for the purchase of 5

Drummer Road, unit C4. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the determination of uniqueness for real property acquisition of 5 Drummer Road, unit C4, Acton. (see attached vote)

Mr. Sghia-Hughes made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the budget of \$11,000 for the expenses related with the purchase of the unit and making it ready for rent.

Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the Purchase of 5 Drummer Road unit C4 and Authorize the Executive Director and Chairman to sign all related documents, including the reservation, memorandum of understanding between the AHA and State, deed. (see attached)

Ms. Cronin updated the Board on local Housing Authority (HA) collaboration efforts. Ms. Cronin went over potential dates to visit the Chelmsford Housing Authority and see the different new developments they have built. There is a regional HA meeting in October.

Ms. Cronin reviewed the AHA's 5 year plan for submittal to the federal Department of Housing and Urban Development. Ms. Cronin let the Board know about the hearing. She also let the Board know that she submitted the policy changes and plan to the Resident Advisor Board but none of the members offered any suggestions or feedback. The Board reviewed all the policy updates included with the plan. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the submission of the 5 Year Plan, accompanying certifications and policy updates. (attached to Board packet)

Ms. Cronin reviewed a proposal and contract for solar energy services with Sun Edison. The Department of Housing and Community Development (DHCD) has worked out an agreement with Power Options and Sun Edison for Housing Authorities to access solar credits for their electrical usage. Sun Edison will design, install and maintain a solar energy system off site and at no cost to the AHA. The AHA's obligation is to buy the electricity generated and in return will receive utility-assigned net metering credits at retail value. The projected savings to the AHA is \$40,000/year and up to a million over 20 years. The Legislature made this available to HA's by requiring the solar companies to offer these credits to municipal and affordable housing entities. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Authorize the Executive Director to enter into a Solar Energy and Services contract with SunEdison for 20 years.

4. Ms. Cronin updated the Board on the Capital Projects. Ms. Cronin updated the Board on the Public Housing Reform implementation and went over the proposed working groups being organized by DHCD. The Board discussed potential applications for Community Preservation Funds. Ms. Baran updated the Board on ACHC activities.

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

Approve the July and August vouchers (monthly list of accounts payable) as presented.

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the meeting September 16, 2014:

Minutes of the August 12, 2014 meeting, memorandum of understanding between Acton and Hudson Authorities for emergency maintenance coverage, Family Self-Sufficiency/Tenant Services job description, certificate of final completion Kitchen Replacement Project #002039, determination of uniqueness for real property acquisition- 5 Drummer Road, C-4, reservation for 5 Drummer Road, C-4, Memorandum of Understanding (between AHA and DHCD) for 5 Drummer Road, C-4, certificate and authorization for the purchase of 5 Drummer Road, C-4, updated Section 8 policies including Violence Against Women's Act and Criminal Offender Record Policy, HUD 5-Year Plan and certifications, Solar Energy Services Proposal and contract from SunEdison, Public Housing Reform working group packet, July and August Vouchers