

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
May 26, 2015

Present: Bernice Baran, Nancy Kolb, and Robert Whittlesey
Absent: Ryan Bettez and Ken Sghia-Hughes
Also Present: Kelley Cronin
Attending: Martin Segal, Linda Bersani, Marjorie Parker, Beverly Davis, Marsha Martin, Mary Mullin, Al Van Mourik, Tom Croudin, Judy Melillo, 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 April 28, 2015 meeting.

2. The Board decided to address the piano owned by Martin Segal in community room first. The Board was told that Mr. Segal's insurance policy did not cover the Acton Housing Authority (AHA). The Board told Mr. Segal that they would like a written agreement where Mr. Segal would agree to hold the AHA harmless should something happen to his piano. Mr. Segal would not commit to that. Tom Croudin spoke about the importance of the piano to Marty's well-being. Ms. Kolb explained that the role of the Board is to oversee the policies and the finances of the AHA and that there is a concern about setting a precedent with the piano. Linda Bersani mentioned that Mr. Segal does not want anyone in the room when he is playing. She suggested a scheduling book be put outside the community room for reserving the space. The Board asked Mr. Segal if he would let other residents play the piano. Mr. Segal said if they were qualified to play the piano he would allow them to. Ms. Cronin suggested that the AHA staff should not be responsible for scheduling the use of the piano. Ms. Baran asked Mr. Segal if he would be willing to put on recitals for the other residents and he said no. The Board asked Ms. Cronin to draft an agreement between the AHA and Mr. Segal that would spell out that Mr. Segal would hold the AHA harmless should the piano be damaged and that would spell out how the piano is to be used by others.
3. Ms. Cronin updated the Board on operations. She went over the unit vacancies and turnover. She let them know about a police search in one of the AHA units. She let the Board know that a resident passed away prior to Memorial Day weekend at Windsor Green. All of the residents were notified to pick up their new front door key for the door replacement project and one resident had not picked up their key. Ms. Cronin and the maintenance staff saw the car was there but the resident was not answering the phone or knocks on the door so they checked on him and found that he had passed away. Ms. Cronin let the Board know that grief counseling had been requested by a resident and was going to be offered.

Ms. Cronin asked the Board to let her know if there were any questions regarding the quarterly financial statements. She let the Board know that one of the maintenance staff was still out injured and that the part time maintenance person was helping to cover in the meantime. Melissa Bible was hired to replace the Linda Colby who was retiring and Ms. Cronin had posted the family self-sufficiency/tenant services position.

Ms. Cronin updated the Board on some services that were being made available to residents using the Community Preservation services grant. Eliot Community Human Services was providing supported housing/case management to residents with disabilities. Housekeeping Heroes has been assisting with some residents who have clutter/cleanliness needs. First Connections applied for a grant to help underserved families with Raising a Reader program. They provide books and play/reading groups for families and children under 5. The AHA was using the community room at McCarthy Village for this program on Fridays.

4. Ms. Cronin provided the Board with the bid tally for the Arc Fault Ground Fault Interrupter Installation at Windsor Green and scattered site condominiums, projects 002041 and 002043. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Award Caggiano Electric a contract in an amount not to exceed \$10,500 to replace the ground fault interrupters at Windsor Green and scattered site condominiums.

Ms. Cronin asked the Board to review a purchase request for some outdoor furniture, benches, picnic tables, etc. The AHA received some money from the ACHC for landscaping materials at Whittlesey Village which has not been used. The Board asked Ms. Cronin to inquire of the ACHC if it was okay to allocate some of that money for the purchase of landscaping materials at Windsor as well. Ms. Cronin said she would discuss this with Nancy Tavernier.

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

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

The meeting was adjourned.
Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments for the May 26, 2015 meeting:

Minutes of the April 28, 2015 meeting, Vacancy Report for May, First Quarter Financial Statements, Audit proposal from Guyder Hurley, State Public Housing Monitoring plan, Bid Tally for GFI/Arc Fault Project 002041 and 002043, Letter to Sachem Way residents regarding lease requirements for guests, purchase proposal for benches and picnic tables, list of three qualifying audit firms, April voucher