

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
June 30, 2015

Present: Bernice Baran, Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey
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. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the minutes of the May 26, 2015 meeting.

2. Ms. Cronin reviewed the unit turnover and staff changes. Ms. Cronin let the Board know that there had been issues with some of the newer residents on Sachem Way that was taking a lot of staff time and attention. Ms. Cronin explained the lease requirements not to disturb other residents with loud noises, etc.

Ms. Cronin let the Board know that Poulin Construction had completed the modernization of the two family units they were working on, 85 Hosmer, C-5 and 13 Sachem Way. Both units received new kitchens and updates in the bathrooms. Ms. Cronin reviewed change order #1 to replace the existing baseboard at 85 Hosmer for a cost of \$2,706.20 and changer order #2 to replace bathroom fan at 13 Sachem Way and do exploratory work at 12 Sachem Way in the amount of \$822.25 for a total of \$3,528.70 in change orders for the contract. Mr. Sghia-Hughes made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the change orders and the Certificate of Final Completion with a final payment for kitchen replacement project #002046 with an adjusted contract cost of \$48,428.45.

3. The Board reviewed and discussed the Request for Services for a housing consultant. The Board wants to spend more time discussing the needs and prioritization of populations to serve and the potential for sites to develop. The Board wanted to spend the next meeting devoted to this topic. Ms. Cronin and Mr. Bettez said they would do some research on sites prior to the next meeting.
4. The Board reviewed the proposed agreement between the Acton Housing Authority (AHA) and Mr. Segal regarding the piano in the community room. The Board wanted to make sure that the language held harmless the AHA staff and contractors from damage to the piano. The Board also wants the AHA attorney to review before making any final decisions regarding the agreement. They also want Mr. Segal to identify who will be responsible for removing the piano from the AHA should Mr. Segal no longer live in the complex and/or has no capacity to address his belongings.

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 Acton Community Housing Corporation (ACHC) for landscaping materials at Whittlesey Village and Nancy Tavernier approved allowing some of that money to be spent on landscaping materials at Windsor Green as well. The Board reviewed the benches and thought Ms. Cronin should look into getting some footings poured as well.

Ms. Cronin let the Board know that Mr. Steinberg was only willing to contribute \$2,000 to the community room furniture replacement. Mr. Steinberg told Ms. Cronin that he had to invest more foundation money into the duplex at Gabriel Road than he had budgeted for. Ms. Cronin suggested that the flooring replacement be included in the next capital budget and that some of the modernization administrative funding be used for the furniture.

Mr. Sghia-Hughes asked the Board to look at the Community Preservation Plan's goals and priorities for housing and provide him with feedback for the Committee. Ms. Baran let the Board know that there was a proposal on Elm Street and that the ACHC was hosting a community information session to discuss the proposal. The proposal is for a group home and approximately 12 single family homes. Ms. Baran let the Board know that there was some very strong opposition to the proposal from some neighbors and invited members to attend.

Ms. Loftus let the Board know that she helped get volunteers to plant some flowers around the property. The Board thanked her for her efforts and sent a thank you note to the Church Committee that volunteered from the First Parish of Stow and Acton.

5. 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 June 30, 2015 meeting:

Minutes of the May 26, 2015 meeting, Vacancy Report for June, Certificate of Final Completion and Change Orders for Kitchen Replacement Project #002046, Draft Piano Agreement, Outdoor Furniture Pricing, Draft Housing Consultant Request for Services, May voucher