

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
December 15, 2015

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

***Approve the minutes of the November 24, 2015 meeting.***

2. Ms. Cronin let the Board know that the Holiday donations were being distributed this week to families. She also let the Board know that the Acton Boxborough United Way and Community supper were donating meals to seniors for the holidays. Ms. Cronin updated the Board on capital projects and unit turnover. Ms. Cronin presented the lead paint certification for the Board to sign.
3. Ms. Cronin presented the Contract for Financial Assistance (CFA) amendment #3 to the capital assistance work plan from the Department of Housing and Community Development (DHCD) for the installation of Air Source Heat Pumps in the community room and offices of Windsor Avenue, Project #002050. Mr. Sghia-Hughes made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve Amendment #3 to the Capital Improvement Work Plan, Contract for Financial Assistance in the amount of \$44,446.32 for Windsor Green office and community room air source heat pumps. (resolution attached)***

Ms. Cronin presented the Contract for Financial Assistance (CFA) amendment #4 to the capital assistance work plan from the Department of Housing and Community Development (DHCD) for the vacant unit turnover initiative at McManus Village, Project #002049, formula funding for fiscal year 2018 and rebates for e-bidding and design services. Mr. Sghia-Hughes made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve Amendment #4 to the Capital Improvement Work Plan, Contract for Financial Assistance work plan in the amount of \$303,018.18 for formula funding, vacant unit turnover and rebates. (resolution attached)***

Ms. Cronin reviewed the updated capital plan with the Board. Ms. Cronin let the Board know some of the items residents had raised at the tenant meetings including oven vent installation at Windsor Green, walkway repairs and automatic door openers. The only new items added to the plan were the floor replacement in the community room and offices of Windsor Green and deck repair/painting at McCarthy Village. Mr. Sghia-Hughes made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the 2016 Capital Plan as presented and submit to the Department of Housing and Community Development.***

Ms. Cronin presented the Section 8 payment standard and utility allowances for 2016. The payment standards are based on the Federal Department of Housing and Urban Development (HUD) fair market rents for 2016 and the utility allowance is based on current utility costs in the area. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Approve the new Section 8 payment standard and utility allowances for 2016 as presented.***

Ms. Cronin presented the price proposals for the disposition of the 2000 Chevrolet model 3500 truck with ladder rack and fisher plow and over 111,000 miles on it. There were three price proposals and the Board approved the sale to the proposal for the highest price. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Sell the 2000 Chevrolet model 3500 truck to Charles Priest for \$400.99.***

4. The Board briefly discussed development opportunities and parcels. Ms. Cronin updated the Board on the Meadows units. Mr. Sghia-Hughes updated the Board on the activities of Community Preservation Committee.

The meeting was adjourned.

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments to the December 15, 2015 meeting:

Minutes of the November 24, 2015 meeting, 2016 Capital Plan, Amendments #3 and #4 to the Capital Improvement Work Plans, DHCD award letters for amendments #3 and #4 to the Capital Improvement Plan, contracts and resolutions, Price proposal memo to the Board for the truck sale and e-mail with Acton Highway Department regarding truck disposition