

ACTON COMMUNITY HOUSING CORPORATION

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held 06 May 2010 at 7:00 PM in Room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Bernice Baran, Corrina Roman-Kreuze, Brent Reagor, and associate members Betty McManus, Kevin McManus, Jennifer Patenaude, and Dan Buckley. Betty McManus was designated as a voting member for this meeting.

Guests: Pat Clifford, Finance Committee, Janet Adachi, Board of Selectmen,

Nancy Tavernier, Chair, called the Regular Meeting to order at 7:00 PM.

Minutes from the 08 April 2010 meeting were approved.

Appointment with AHA to discuss McCarthy Village Project

Kelley Cronin was present to discuss the next phases of the project. All of the various legal counsels involved have agreed that this should proceed as an amendment to the original 40B project, even though the property will have to be split off from the rest of McCarthy Village development for mortgage reasons.

Zoning waivers are needed to place the buildings closer together and for the lack of frontage for the lot as Sachem Way is a Private Way. AHA has submitted an application for a Project Eligibility Letter to Massachusetts Housing Partnership (MHP) and will be appearing before the Board of Selectmen at a meeting in the near future. AHA is requesting that ACHC submit a letter of support to the Board of Selectmen on the project, Nancy explained that since this is not a LIP project, ACHC would normally issue a comment letter directly to MHP.

AHA has engaged Baker-Wohl Architects of Boston to design the project under the supervision of a Design Review Board. The project has now become more affordable since the units will be able to tie into the North Acton Treatment Corporation Wastewater Treatment Facility at Nagog Park since that facility has completed enough necessary upgrades to be eligible for new connections. The ability of the project to connect would not have been possible without the assistance of the Acton Health Department advocating with both MassDEP and the North Acton Treatment Corporation.

Financially, the project is still in need of funds to fill a \$500,000 budget gap. AHA is in conversation with the Town of Boxborough for financial support in return for the designation of a unit within the unit for a Boxborough family. The lack of funds is due to a reduction in support from DHCD, which has caused the State to request that the project have an additional local match.

Updates:

Lalli Terrace

All residents have moved in and all of the landscaping is complete. The developer has purchased a riding lawn mower for the association and one of the residents has volunteered to maintain the

lawn and plow the driveway in return for a reduced condominium fee. Nancy Tavernier wants to schedule a visit by the Committee to the Acton Housing Authority unit.

Central Street 40B's

Nancy sent the denial decision from the ZBA to the Committee by email, which was written by a ZBA member and reviewed by Town Counsel. It is very likely that the denial will be overturned by the Housing Appeals Committee and the developer will be able to proceed with the project as it was originally presented.

99 Parker Street

Received approval from DHCD in the form of a Site Eligibility Letter and is scheduled for the first ZBA meeting in June. This project is through the LIP (Local Initiative Process), and ACHC expects to express that the application should be expedited as little or no opposition has come forward, and all Town Boards and Committees have reported favorably on the project.

Old Business

Lillian Road MHFA Filing

Betty and Kevin McManus recused themselves from the discussion and left the room due to a personal relationship with the developer. The comment letter to MHFA has been reviewed by members of ACHC and finalized by the Chair for submission. Jennifer, Corrina, and Brent all reported on the site visit by MHFA. The letter was approved as amended by the Chair for transmission to MHFA.

Financial Material for Affordable Unit Buyer

Material was given to Kevin McManus and Dan Buckley for review.

NEW BUSINESS:

Comprehensive Community Plan – housing element funding

The Comprehensive Community Plan is entering Phase II, and the Town's consultant will be conducting an inventory of all housing units in the community. Originally ACHC had proposed to hire its own consultant to fund just an inventory of the affordable units. With the revised approach by the Town, it is now proposed that ACHC will fund the housing element of the Comprehensive Community Plan at a cost of \$7,100 from the ACHC CPA Program Fund. The funding was unanimously approved by ACHC.

Capital improvement funds for restricted units

ACHC has received a request from a resident of an affordable unit at Harris Street Village to expend funds to provide exterior repairs to her unit. This project was not constructed under Ch. 40B and was built approximately 10 years ago using the Town's affordable housing zoning bylaw, therefore the condominium bylaws do not include additional provisions to provide exterior maintenance to the affordable units. The Chair proposes that ACHC create a Capital Improvement Fund for deed restricted affordable units in Acton, and fund it from CPA monies in accordance with a 2006 determination by Town Counsel for the use of CPA funds to "preserve" affordable housing.

The program would need to be set up with an application process that requires the solicitation of 3 bids and provision of homeowner financial information. It was also discussed that it would be a matching program where ACHC would match the homeowner up to 50% of the costs of the project, and funds would be issued to the homeowner through a reimbursement process after proof of completed work is provided.

Funding Request Memorandum to the Board of Selectmen

The Chair presented ACHC with a memo to the Board of Selectmen to approve funding of the Down Payment Assistance Program with a budget of \$10,000 to \$25,000, The affordable unit preservation fund at \$20,000, administrative expenses at \$12,000, and a projection of potential expenses for a new condo buy-down program.

Membership update

Brent Reagor announced that he will be departing from Acton and resigning from ACHC at some point over the summer, he will step down to associate member on July 1 and Jennifer Patenaude will assume his full member position. Bob Van Meter has committed to continue as a full member, Corrina Roman-Kreuze and Bernice Baran will share Clerk duties. Betty and Kevin McManus will completely step down from ACHC on July 1. The committee expressed their sincere thanks to the McManuses for their years of service to affordable housing in Acton.

Adjournment - Meeting Adjourned at 8:35 PM

Next Meeting: 03 June 2010

Respectfully submitted,

Brent Reagor
Member ACHC