

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
April 26, 2016

Present: Bernice Baran, Ryan Bettez, Ken Sghia-Hughes Nancy Kolb and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Terra Friedrichs and Dan Factor

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. Mr. Whittlesey explained the rules of order for conducting the meeting. The Board reviewed the minutes of the previous meetings. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the minutes of the March 29, 2016 meeting.

2. Ms. Cronin gave the Board an update on staffing. The Family Self Sufficiency (FSS) coordinator left to take a job in her home Town. She found the stress of a grant funded position too much and wanted a job that she did not have to worry about funding from year to year that was closer to home. Ms. Cronin explained that though the FSS position has been funded for more than 20 years it is a challenge to enroll 25 participants/year when there are only 155 vouchers eligible to participate. Ms. Cronin said approximately 20 of the current voucher holders have already graduated from the program and about 20 are 65 and older and not seeking employment so are not eligible for the program. Ms. Cronin said the position would be advertised in May and she hopes to have a new person in June.

The Board reviewed the quarterly operating report. Mr. Bettez has a question about the energy conservation line item and Ms. Cronin let him know she would check with the accountant. Ms. Cronin reviewed the unit turnover for the first quarter. One elderly unit and two family units have turned over. The elderly unit just vacated and the two family units have been re-occupied. The only other vacancies are the ones that are being modernized and bid for construction.

Ms. Cronin reviewed the State Department of Housing and Community Development (DHCD) study on local options for Board composition. DHCD is recommending that if a local Board does not want to lose any current members in order to provide resident participation that they add two participants to the Board. This would increase the Board composition from five to seven members, with two of the members being assisted persons. The Board discussed this as a viable option. The Legislature will have to approve local options.

3. Ms. Cronin let the Board know that the complication of moving furniture and disrupting the office has resulted in rethinking the products used for the floor replacement. The low bidder withdrew his bid due to the amount of work necessary. The amount of time that the office furniture would need to be off the flooring when using vinyl composite tile (vct) for waxing after installation would result in too much disruption to the operations of the AHA. Ms. Cronin recommended re-bidding with two options, vinyl plank flooring which is more expensive but does not require the maintenance or installation time of vct, or carpet. The project will be rebid with alternates. Ms. Cronin reviewed the solicitation of bids for the flooring replacement project at 3 Sachem Way. Three contractors were solicited and only one gave a price proposal. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Authorize Ms. Cronin to enter into contract with S & R Carpet in the amount of \$8,141 for the flooring replacement project #002055 at 3 Sachem Way.

4. The Board discussed the Board of Selectmen's vote to exercise the Right of First Refusal on an affordable unit located at Jennifer Path in Harris Village. The Acton Community Housing Corporation requested permission from the BOS to use Community Preservation funds for the purchase. The AHA Board was very excited about the opportunity to provide an affordable three bedroom unit to the community. Mr. Sghia-Hughes made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Authorize Ms. Cronin and Mr. Whittlesey to sign the required documents necessary to purchase the unit and use up to \$50,000 in AHA resources for legal, inspection and other costs associated with the purchase as long as the AHA is authorized to purchase by DHCD and there are no significant inspection issues.

Ms. Cronin reviewed the low bid approval from DHCD and the architect reference for the low bidder, L&H Construction, for the modernization of the units at McManus Village. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Authorize Ms. Cronin to enter into contract with L&H Construction in the amount of \$137,551 for the modernization of family units at Sachem Way project #002049.

Ms. Cronin reviewed the low bid approval from DHCD and the architect reference for the low bidder, Quality Renovations, for the wall mounted air conditioner (ac) removal and window installation project at Windsor Green. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Authorize Ms. Cronin to enter into contract with Quality Renovations in the amount of \$61,000 for the ac removal/window installation project at Windsor Green project #002048.

5. Ms. Friedrichs reported on the information she had gathered regarding the local option transfer tax. She apologized to the Board for the Beacon article. She said no one in Massachusetts seems to have a transfer tax for affordable housing purposes. She said that Nantucket has one that they use for the Land Trust and that Barnstable County had some sort of transfer tax but she was not able to identify how the funds were dedicated. She thinks it goes into the general fund. She said that there are models in New York that she is looking into. She said she would continue to investigate this as a local option. The Board thanked her for her efforts and explained that their attention was focused on creating new units in a multitude of ways and that they would not be able to dedicate time to the transfer tax.

The Board reviewed the worksheet that Massachusetts Housing Partnership and Ms. Cronin had put together on potential development parcels with their size and ownership information that the Board reviewed. Ms. Cronin let the Board know she had submitted a letter on their behalf requesting that a member be put on the Walker Committee. Mr. Sghia-Hughes updated the Board on Community Preservation Committee activities. Ms. Baran updated the Board on ACHC activities.

6. The Board opened the meeting to public comment. Ms. Friedrichs stated that she supported a diverse board for the Housing Authority. Mr. Whittlesey thanked her for her comments.
7. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

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

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

Adjourn the meeting.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments to the April 26, 2016 meeting:

Minutes of the March 29, 2016 meeting, First Quarter Financial Statement, MHP list of parcels, DHCD memorandum on local options for retaining existing Board members, Ms. Cronin memo to the Board on bid solicitation for 3 Sachem Way, Bid list and architect memo for McManus Village modernization, Bid list and architect memo for Windsor Green air conditioner removal, ACHC memo to BOS regarding purchase of 4 Jennifer Path, March Voucher

