

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
DECEMBER 20, 2016

Present: Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey
Absent: Bernice Baran
Also Present: Kelley Cronin

Mr. Whittlesey called the meeting to order at 4:00 p.m. and explained the rules of the meeting.

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 29, 2016 meeting.

2. Ms. Cronin reviewed the new format for the State Department of Housing and Community Development (DHCD) audit and Performance Management Review (PMR). The Agreed Upon Procedures (AUP) portion of the audit that was conducted for fiscal 2015 was included in the Board packet and reviewed by Ms. Cronin. Also included was Public Housing Notice 2016-36 which explains the PMR which will be conducted by DHCD at each Housing Authority. Ms. Cronin also included the Public Housing Notice 2016-35 regarding the changes in procurement thresholds for updating the Procurement policy in 2017.

Ms. Cronin reviewed the certificate of final completion for the McManus Village kitchen and bath modernization of five family units. Included in the modernization project was the removal and replacement of baseboard heaters and flooring. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb:

To approve the Certificate of Final Completion for McManus Village project number 002049 with L&H Construction for a total cost of \$156,665.

Ms. Cronin also reviewed the change order and certificate of final completion for the Windsor Green Community Room and Office Floor replacement. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb:

To approve the Certificate of Final Completion for Windsor Green community room and office floor replacement project number 002052 with Capital Carpet and Flooring, Inc. for a total cost of \$35,125.06.

3. The Board discussed development opportunities and reviewed the list of projects that were thought to have potential for housing units. Mr. Bettez told the Board there were going to be further conversations with Andy Richardt regarding the need for housing for persons who need barrier free housing. Mr. Bettez said the Main Street Committee continued to meet about how to use the land where Kennedy Landscaping use to be. The Board asked Ms. Cronin to find out if there was any land on Adams Street that was available from the Sewer Commission.

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

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

5. Mr. Whittlesey made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

To adjourn the meeting.

Respectfully submitted,

Kelley A. Cronin
Executive Director

Attachments to the December 20, 2016 meeting:

Minutes of the November 29, 2016 meeting, Report on Agreed-Upon Procedures for fiscal 2015, Public Housing Notice 2016-36 Performance Management Review Launch, Public Housing Notice 2016-35 Changes to Procurement Law and DHCD Policies, Certificate of Final Completion for Project No. 002049, Certificate of Final Completion for Project No. 002052, List of Potential Development Sites, Board Meeting Schedule for 2017 and November Voucher