

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
FEBRUARY 7, 2017

Present: Bernice Baran, Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Fran Osman, Virginia Loftus

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

Approve the minutes of the December 20, 2016 meeting.

2. Mr. Sghia-Hughes let the Board know that he had accepted a job in California and was moving. He submitted a letter resigning from the Board effective in April. Board members expressed sadness that Mr. Sghia-Hughes was leaving and gratitude for all Mr. Sghia-Hughes had done since he came on the Board. The Board thanked Mr. Sghia-Hughes for representing the Acton Housing Authority (AHA) for more than a decade on the Community Preservation Committee (CPC), for being a strong community advocate for affordable rental housing and for using his Engineering background to provide technical expertise regarding housing development and modernization projects. Board members commented on how Mr. Sghia-Hughes' thoughtful and reasoned input has been appreciated during the many deliberations by the Board and that his participation would be truly missed.

Ms. Cronin included in the Board packet the regulations and recent Public Housing Notices regarding how to fill a Board position that is vacated mid-term. The Board decided that Mr. Sghia-Hughes position should be filled by a tenant. The Board would like Ms. Cronin to conduct outreach to tenants to explain that a position is opening up on the Board and that the position will be filled by a tenant. The State has not provided final guidance on how the tenant member will be elected and there was a conversation about appointing a tenant until the State provides the regulations for an election. Ms. Cronin said she would bring the Chapter referred to in Chapter 121B to the next meeting for further discussion.

Ms. Cronin went through the end of year certifications for the Board which had been previously sent to by e-mail and included in the Board packets. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Certify under the pains and penalties of perjury that the facts and information provided in the attached year-end financial statements for the fiscal year ending December 31, 2016, for the 400-1, 689 and MRVP programs, are true, correct and complete to the best of our knowledge and that the statements fairly and accurately represent the financial condition of the developments and the Acton Housing Authority for this period. We understand that it is incumbent upon each of us to exercise appropriate care and diligence in reviewing and approving the financial statements for the Acton Housing Authority.

The Board also completed the end of year salary reporting and lead paint compliance certifications.

3. Ms. Cronin presented the final invoices and certificates of substantial and final completion for the Air Source Heat Pump replacement in the community room and offices at Windsor Green. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

Approve the certificate of substantial and final completion for the Windsor Green community room and office air source heat pump installation project #002050 with MM Environmental Engineering for a total contract amount of \$95,336.

Ms. Cronin presented amendment #7 to the Capital Plan. The State provided \$8,100 for the asbestos abatement required as part of the flooring replacement in the community room of Windsor Green. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the resolution authorizing amendment #7 to the Contract for Financial Assistance for State-Aided Capital Improvement Work Plan 5001 for all developments in the amount of \$8,100 and authorize Mr. Whittlesey to sign the contract. (Resolution attached)

Ms. Cronin let the Board know that there had been complaints from one of the tenants at Whittlesey Village regarding marijuana smoking. In the past Ms. Cronin had told any tenants that believed drug use was going on to immediately notify the Police Department. Now that marijuana is legal there is no role for the Police Department. The AHA has a no smoking policy but that can be difficult to enforce if there is no third party verifying of the occurrence and it becomes a he said she said situation. Ms. Cronin let the Board know that in the current situation the Police reports do not verify that there was smoking by the tenant only that there was a complaint. The tenant who allegedly was smoking is moving from the unit to another Town.

4. 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 that the Town was hiring someone to assist the Main Street Committee with determining what is feasible on the site. Mr. Bettez also suggested that the School Street or River Street properties would be good locations for accessible housing.

Mr. Sghia-Hughes updated the Board on Community Preservation Committee (CPC) discussions and recommended a person be appointed to replace him on the committee. Ms. Kolb volunteered to be the AHA representative on the CPC.

Ms. Baran updated the committee on a proposal for new housing that was presented to the Acton Community Housing Corporation (ACHC). The proposal is for more than 200 units and will be in both Acton and Maynard. Ms. Baran let the Board know there was interest in possibly providing vouchers to help increase the number of affordable units. After discussion the Board decided that the AHA did not have the ability to take vouchers off line to assist a private developer.

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

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

6. 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 February 7 meeting:

Minutes of the December 20, 2016 meeting, End of Year Financial Reports and Certifications, Salary Certification, Lead Paint Certification, Extracts of the Minutes, Resolution and contract for amendment #7 to Capital Plan, Chapter 121B Section 5- Board Membership, Appointment, Election and Term of Office, Public Housing Notice 2017-4 Regarding Board Member Elections and implementation of Chapter 235, Formula Funding letter from State Department of Housing and Community Development approving Capital Improvement Plan Submission with detailed project breakdown, and December Voucher

The following resolution was introduced by Ken Sghia-Hughes, read in full and considered:

RESOLUTION AUTHORIZING AMENDMENT #7 TO CONTRACT FOR FINANCIAL ASSISTANCE FOR STATE-AIDED CAPITAL IMPROVEMENT WORK PLAN 5001 FOR ALL DEVELOPMENTS, INCLUDED BUT NOT LIMITED TO 667-1, 667-2, 705-1, 705-C THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE ACTON HOUSING AUTHORITY, AS FOLLOWS,

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and contract in the name of Acton Housing Authority under its corporate seal, and the Secretary is hereby authorized to attest to the same.

Section 2. The Authority hereby requests the Director of the Department of Housing and Community Development (Commissioner of the Department of Community Affairs) enter into such contract with the Authority and the Commonwealth of Massachusetts to approve such contract.

Section 3. The Officers of this Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and the things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall be effective immediately. Ken Sghia-Hughes moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Bernice Baran, and upon roll call the "Ayes" and "Nays" were as follows:

Ayes 5 Nays 0

The Chairperson thereupon declared said motion carried and said resolution adopted.