

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVE, ACTON, MA 01720  
MINUTES  
February 25, 2019

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey

Present Remotely: Nancy Kolb

Also Present: Kelley Cronin

Attending: Jim Snyder-Grant, Terra Friedrichs, Dan Factor

Mr. Whittlesey called the meeting to order at 4:01 p.m. and explained the rules of the meeting.

1. Ms. Cronin announced that Ms. Kolb was on the phone to participate in the meeting remotely. Ms. Kolb greeted the Board and let them know she would attend the meeting remotely through the end of year agenda items that required a Board vote.
2. The Board reviewed the minutes of the Acton Housing Authority (AHA) December 18, 2018 meeting. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the minutes of the regular meeting for December 18, 2018.***

Ms. Cronin let the Board know that the end of year certifications and financials that had been e-mailed to them the previous week were in their packets. The Board reviewed the lead paint, Tenant Account Receivable, Top Five Compensation and Financial certifications. The Tenant Account Receivables had less than 1.25% in arrears. Ms. Cronin reported that all actual to budget spending variances were less than 10%. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the end of year lead paint, top five compensation, tenant account receivables and financial certifications for the period ending December 31, 2018.***

Ms. Cronin let the Board know that the Department of Housing and Community Development (DHCD) wanted a separate vote from the budget submission vote specifically approving the Executive Director Salary. Ms. Cronin reminded the Board that she did not request the full salary allowed under the DHCD salary schedule last year because the increase was less than the administrative staff was allowed. Last year Ms. Cronin received the same cost of living increase as the administrative staff. This year Ms. Cronin would receive a smaller cost of living increase than DHCD allowed for the staff because her salary was now at the DHCD allowed salary per their Executive Director schedule. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the resolution for the new Executive Director salary and the salary schedule as presented for calendar year 2019.***

The Board reviewed the memo from DHCD announcing the capital award to the AHA for fiscal years 2021 and 2022. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve the resolution for the ninth amendment to the Capital Plan and authorize Mr. Whittlesey to sign the contract for financial assistance with DHCD.***

Ms. Kolb let the Board know she was leaving the meeting and told them she would see them at March meeting. Ms. Cronin thanked Ms. Kolb for taking time out of her family vacation to participate in the meeting.

3. Mr. Whittlesey welcomed Ms. Friedrichs and Mr. Factor to the meeting to present their condominium buy down proposal. Ms. Friedrichs discussed the amount of condominiums for sale in Acton for less than \$200,000 and proposed that purchasing them would be a good way to add affordable units. Mr. Bettez said that the AHA has purchased many condominiums over the years with the assistance of the DHCD and the Acton Community Housing Corporation. Ms. Baran explained that there had been difficulty with selling some affordable condominium units in the past. Mr. Factor asked if the whole presentation could be made before questions and concerns were raised and Mr. Whittlesey told Ms. Friedrichs to continue. Ms. Friedrichs said that they wanted to start a Housing Trust with two full time staff people, which would be funded by the Town tax funds for approximately \$200,000/year. She said they would ask the Board of Selectmen to support a Town meeting article for start-up funds to explore the idea. Mr. Factor said the Town has used money for special project before. Mr. Bettez asked if the units would be sold or rented. Ms. Friedrichs said there was a need to serve very low-income for rental. Mr. Bettez asked how a very-low income person would be able to pay for condominium fees. Ms. Friedrichs said she needed assistance figuring out the costs. Mr. Bettez offered to meet Ms. Friedrichs in the future to discuss operating costs of this model.

Ms. Cronin presented the new contract for accounting services. The Board discussed the pros and cons of seeking competing bids. Ms. Cronin said that the auditor had to alternate every five years but not the accountant. The Board discussed the disruption that would be caused by a new accountant and the fact that there had been no financial findings by auditors in the past decade, demonstrating the good work that Howard Gordon was doing. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the accounting services contract for 2019 with Gordon Griffin in the amount of \$21,780.***

Ms. Cronin presented a proposal for Capital/Physical Needs Assessment for Whittlesey Village. Massachusetts Housing Partnership, the financing agency for Whittlesey Village, had recommended BC Stewart and Associates. The Board reviewed the proposal. Mr. Bettez said it was a very good price.

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

***Approve the capital and physical needs assessment proposal from BC Stewart and Associates for Whittlesey Village in the amount of \$2,695.***

4. Mr. Bettez updated the Board on the Main Street proposal and said it would be on the Town warrant for Town Meeting in April. Mr. Whittlesey let the Board know he was not going to participate on the River

Street Committee because they were not going to pursue housing on the site. Ms. Baran let the Board know that the Town was going to enter a “safe harbor” period because they were meeting their housing production goals.

5. Ms. Baran made a motion, which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the December and January vouchers (monthly list of accounts payable) as presented.***

6. Mr. Whittlesey asked if there were any comments or further discussion. Mr. Snyder-Grant thanked the AHA for all that they do to provide affordable housing in Town and said he was interested in hearing more about the condominium buy down program. He thanked Mr. Bettez for offering to provide some financial details on costs of such a program. Mr. Factor said the Commission on Disabilities was happy there were going to be new units built with elevators.

Mr. Whittlesey asked if there was any further discussion and hearing none Ms. Baran 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*

Kelley A. Cronin  
Executive Director

Documents and Exhibits Used During the February 25<sup>th</sup> meeting:

Minutes of the December 18, 2018 meeting, Fourth Quarter Operating Statements, End of the Year Financial Certification, Top Five Compensation Certification, Lead Paint Certification, Executive Director Salary Schedule, Executive Director Salary Board Vote, Tenant Account Receivables Report, Capital Plan

Amendment #9 Vote, Contract for Financial Assistance for Capital Grant, Memo and Proposal for Accounting Services from Gordon Griffin, Capital Plan Proposal for Whittlesey Village, Outline for Condominium Buy Down, December and January Vouchers