

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES
March 26, 2019 at 4:00pm

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Virginia Loftus, Lisa Franklin

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 Acton Housing Authority (AHA) February 25, 2019 meeting. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the minutes, as amended, of the regular meeting for February 25, 2019.

2. The Board completed the audit questionnaire for the Authority Audit scheduled for the end of April beginning of May. Ms. Cronin let the Board know that the AHA had been renewed for the Family Self-Sufficiency grant and was having an interview for the Acton-Boxborough United Way grant.
3. The Board reviewed the proscribed Priority and Preference policy for the new public housing centralized waiting list. The policy was written by the MA Department of Housing and Community Development (DHCD). Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the DHCD priority and preference policy for use in determining priority and preference designation of applicants on the State Centralized Waiting List.

Ms. Cronin let the Board know that most of the vendors the Housing Authority uses may change. DHCD and the Regional Capital Assistance Team (RCAT) have been working on procurement bids for service contracts. The RCAT told Housing Authorities last year that they were doing them but the process for approval with DHCD has been lengthy. Ms. Cronin let the Board know that Mass Housing Partnership wants an updated Affirmative Marketing Plan for Whittlesey Village and she is looking for a consultant to help update it.

4. Ms. Cronin let the Board know that the Federal Department of Housing and Urban Development (HUD) had issued the Fair Market rents (FMR) for the metropolitan Boston area, which Acton is part of. Ms. Cronin let the Board know that HUD had issued them earlier, but they were challenged by the Boston and Cambridge Housing Authorities for being too low. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the current Fair Market Rents as the new payment standard for Acton apartments leased under the Section 8 program.

Ms. Cronin presented the bid list and low bid approval for the replacement of flooring at Sachem Way. Some of the flooring has failed due the breaking of acoustic cement under the flooring. The low

bidder was Encore Contracting Service, Inc. with a low bid of \$47,080. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Authorize Ms. Cronin to enter into a contract with Encore Contracting Services, Inc. for the flooring replacement project #002071 in the amount of \$47,080.

5. Mr. Bettez let the Board know that the Main Street presentation would probably occur on the second night of Town Meeting. Mr. Bettez let members know that Katie Green was making the presentation on behalf of the Main Street Committee. Ms. Cronin said she would reach out to the neighbors to make sure they knew it was on the agenda and reach out to advocates who spoke at the Main Street community forum.

Ms. Kolb let the Board know that the Community Preservation Committee (CPC) recommendations were being made the first night. Ms. Kolb let the Board know that she was not going to do another term on the RCAT Board.

Ms. Baran let the Board know that she and Ms. Cronin had attended the last Zoning Board of Appeals (ZBA) meeting to discuss safe harbor. Acton is going to be in a safe harbor period due to the number of affordable housing permit requests. The Town will have a two-year period where affordable applicants will have a different review process. The Regional Housing Services Organization provided a presentation on safe harbor at the ZBA meeting.

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

Approve the February voucher as presented.

6. Mr. Whittlesey asked if there were any comments or further discussion. Ms. Franklin suggested that the sliding doors project which the CPC approved, address handicapped features in the handicapped units. Ms. Cronin said she would make sure the designer complied with accessibility requirements. Mr. Whittlesey asked if there was any further discussion and hearing none Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

To adjourn the meeting at 5:30pm.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the March 26th meeting:

Minutes of the February 25, 2019, Public Housing Notice 2019-02 update on the new Centralized Wait List (Common Housing Application for MA Public Housing (CHAMP), Priorities and Preference Policy, HUD Fair Market Rents, Bid Tally, Low-Bid Approval Letters for Flooring Project #002071, February Voucher.

