

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES
April 30, 2019 at 4:00pm

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

Mr. Whittlesey called the meeting to order at 4:10 p.m. and explained the rules of the meeting.

1. The Board reviewed the Open Meeting Law Complaint regarding the minutes of the February 25, 2019. The Board also reviewed the guidance issued by the Town of Acton on how to respond to Open Meeting Law Complaints. **The Board at the April 30, 2019 meeting acknowledged that the remote participation should have been announced by the Chair, apologized for the error, and announced all future remote participation will be announced by the Chair. The Board also apologized for not recording the unanimous votes by roll call during the remote participation and took the votes again by roll call at the April 30, 2019 meeting to revise these minutes,** (see revised minutes for the February 25, 2019 meeting with roll call votes). Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

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

The Board reviewed the minutes of the Acton Housing Authority (AHA) March 26, 2019 meeting. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the minutes of the regular meeting for March 26, 2019.

2. The Board reviewed the quarterly operating and tenant account receivable reports. Ms. Cronin reviewed the State Public Housing Notice 2019-07 regarding Regional Housing Authorities (HA's). Ms. Cronin said several HA's were interested in finding ways to collaborate to support office administration and maintenance functions and that conversations were on-going.
3. Ms. Cronin reviewed the State Department of Housing and Community Development (DHCD) Performance Management Review (PMR) including e-mail from DHCD where they corrected their desk audit. Forty-nine of the Fifty indicators in the PMR had no findings or corrective actions. One indicator noted a late submittal of a quarterly report.

The Board discussed next steps for the Main Street development. Ms. Cronin reported that she and Mr. Bettez spoke to the Town Manager and that the Town Manager said that the new Board of Selectmen had not discussed the process for disposing of the property since Town meeting. The Board discussed the need to have legal representation when the Town was ready to proceed. The Board reviewed the draft request for services (RFS) for legal services and the draft request for development consultant. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the issuing of the Request for Legal Services.

Mr. Whittlesey wanted to review the RFS for a development consultant prior to issuing it and he and Ms. Cronin agreed to meet and review the wording in detail.

Ms. Cronin let the Board know she was going to the Acton Conservation Commission the following night to get permission for the repaving project at Sachem Way. She let the Board know there are some wetlands on neighbors' property and the commission has to review to see if any mitigation is required.

Ms. Cronin let the Board know that the section 8 centralized waiting list was going to be managed by a new entity. MA NAHRO issued a request for proposals and Go Section 8 was going to manage the waiting list. She also told the Board that the AHA had to update the 5-year plan for the section 8 program.

4. Ms. Kolb let the Board know that the Community Preservation Committee was discussing housing at their meeting in June. Ms. Baran let the Board know that the Acton Community Housing Committee was interested in supporting the AHA project on Main Street.

The Board reviewed the Limited English Proficiency Policy. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the Limited English Proficiency Policy.

5. The Board reviewed the March voucher. Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

Approve the March voucher as presented.

6. Mr. Whittlesey asked if there were any comments or further discussion and upon 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 5:27pm.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the April 30th meeting:

Minutes of the February 25, 2019, Open Meeting Law complaint regarding February, 25 meeting and e-mails from Town giving guidance on what is required to respond and draft amended minutes for the February 25, 2019 meeting, minutes of the March 26, 2019 meeting, quarterly operating and tenant account receivable reports, DHCD Public Housing Notice 2019-07 regarding regional housing authorities, DHCD Performance Management Desk Review and e-mail from DHCD regarding error, Limited English

Proficiency Policy and memo, Main Street Committee recommendation to Board of selectmen, Draft Request for services for legal services and development consultant, March Voucher