

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVE, ACTON, MA 01720  
MINUTES  
January 28, 2020 at 4:00pm

Present: Bernice Baran, Ryan Bettez and Robert Whittlesey

Present Remotely: Nancy Kolb

Also Present: Kelley Cronin

Attending: Lisa Franklin

Mr. Whittlesey called the meeting to order at 4:00 p.m.

1. Mr. Whittlesey announced that there was a quorum present and that Ms. Kolb was on the phone to participate in the meeting remotely. Mr. Whittlesey announced that all votes would be taken by roll call. The Board reviewed the minutes of the December 18, 2019 meeting. Mr. Bettez made a motion which was seconded by Ms. Baran to;

***Approve the minutes of the regular meeting for December 18, 2019.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

The Board reviewed the minutes of the January 6, 2020 meeting. Mr. Bettez made a motion which was seconded by Ms. Baran to;

***Approve the minutes of the regular meeting for January 6, 2020.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

2. Ms. Cronin let the Board know that the Massachusetts chapter of the National Association of Housing and Redevelopment Officials (MA NAHRO) had taken legal action against the Department of Housing and Community Development (DHCD) regarding Executive Director contracts. Ms. Cronin let the Board know several Housing Authorities were part of the suit. Ms. Cronin let the Board know that the budget has not been approved yet.

3. Ms. Cronin let the Board know that Massachusetts Housing Partnership (MHP) had recommended a new way of procuring the designer for modular construction and was trying to set up a meeting with DHCD to discuss. Ms. Cronin included a copy of a request for proposals from the Worcester Housing Authority for designer services when using modular construction for the Boards review. The Board

thought that doing a request for proposals for designer services like the one used by Worcester Housing Authority was a good way to try and keep the project costs down.

Ms. Cronin reviewed DHCD's creative place making application with the Board. The Board discussed possible needs at Housing Authority properties and discussed the formula for the grant which allows the AHA to apply for \$5,000/unit at the development where the place making will take place. The Board thought since the AHA could apply for the most money at Windsor Green Ms. Cronin should approach residents there about possible proposals. Ms. Cronin said she would schedule meetings with the residents to solicit input and bring the tenant feedback to the next meeting of the Board.

Ms. Cronin also let the Board know that two families in the state public housing program were moving out and into private rental housing. Both had participated in the State transitional housing escrow program and were eligible to get the money in the escrow program to move into private market housing. Both were single mothers who had raised their children in public housing and whose children were now working adults and they no longer needed affordable housing. They were both hard working women who had successfully raised hard working adult children and no longer needed the assistance of public housing.

Ms. Cronin let the Board know that the Town had expressed interest in getting an easement to the trail in the woods at the end of Sachem Way. The Board wanted to work with the Town but also wanted Ms. Cronin to ask the Town how the Town would cover the liability to the AHA of public use of Sachem Way.

The Board reviewed the proposed update of the Whittlesey Village Affirmative Fair Housing and Marketing Plan. Mr. Bettez suggested that Ms. Cronin should try and make sure that as many of the policies were universally applied to all the programs of the AHA to avoid confusion. Ms. Baran made a motion which was seconded by Mr. Bettez to;

***Approve the updated Affirmative Fair Housing and Marketing Plan for Whittlesey Village.***

and upon roll call the "Ayes" and "Nays" were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Cronin presented the accounting contract for Gordon Griffin LLC. Ms. Cronin let the Board know that Howard Gordon had retired. Caryn Casoni, who has been doing the day to day accounting for the AHA, continues to work there as does Mr. Gordon's partner James Griffin. Ms. Cronin recommended continuing with the company. Mr. Bettez made a motion which was seconded by Ms. Baran to;

***Approve the contract with Gordon Griffin LLC for accounting services for the fiscal year 2020.***

and upon roll call the "Ayes" and "Nays" were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

4. Ms. Kolb updated the Board on Community Preservation Committee (CPC) meetings. She said the CPC was trying to figure out how to fund as many proposal requests as possible given the requests came in higher than the funding available. The Board discussed how to address any funding shortfalls from CPC.

Ms. Baran updated the Board on Acton Community Housing Corporation (ACHC) meetings. She reminded the Board that the Town was holding a Housing Forum on January 30<sup>th</sup> and encouraged members to participate. Ms. Baran explained that the forum was to help the Town create their housing production plan which will identify and prioritize what type of housing is needed in Acton.

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

***Approve the December voucher as presented.***

6. Mr. Whittlesey asked if there were any comments or further discussion. Hearing no further comments Ms. Baran made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Adjourn the meeting at 5:10 pm.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Ryan Bettez: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Respectfully submitted,

Kelley A. Cronin

Kelley A. Cronin

Executive Director

Documents and Exhibits Used During the **January 28<sup>th</sup>** meeting:

Minutes of the December 18, 2019 and January 6, 2020 meeting, Worcester Housing Authority Architect Request for Services, DHCD Public Housing Notice 2019-26 Notice of Funding Availability for Creative Place Making and application, Whittlesey Village Affirmative Fair Housing and Marketing Plan, Accounting Contract with Gordon Griffin, LLC, Acton Housing Forum Flier, December Voucher