

ACTON COMMUNITY HOUSING CORPORATION
Minutes, Monday, August 10, 2020 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Monday August 10, 2020 at 4:00pm via Zoom. Present and constituting a quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, and Bob VanMeter, and associate member Dan Buckley. Following the Treasurer's report, Janet designated Dan as a voting member for the remainder of the meeting.

Guests:

- Andy Richardt, Judy Hodge – soon to be sworn in as new ACHC members; Robert Hummel – Acton Town Planner; Lara Plaskon – RHSO; Nancy Tavernier – Treasurer (present only to give financial report, and then left the meeting)

Janet Adachi, Chair, called the meeting to order at 4:04pm. Lara Plaskon from RHSO served as Clerk for the meeting.

I. Regular Business

- **Minutes** – The minutes from the meeting of 7/13/20 were read. Bernice moved to approve the minutes and Bob seconded. Lara took a roll call vote – the motion passed unanimously.
- **Financial Report**
Nancy reported the following:
 - Total ACHC assets as of 6/30/20 – \$78,753.62 (includes savings, checking, CD). Bob moved to approve this report, Bernice seconded; Lara took a roll call vote – motion passed unanimously.
 - Jennifer Patenaude (former ACHC treasurer) provided a year end report for 7/1/19-6/30/20 as her last task as treasurer. Bob moved to approve the report, Bernice seconded; Lara took a roll call vote – motion passed unanimously.
 - The Town is also holding additional funds for ACHC – CPA funds (~\$210,000) and housing gift funds.
 - There was discussion among ACHC members regarding the different funds available to ACHC – those held by the Town vs. the funds in ACHC's own accounts. In a future meeting, there will be a discussion about how to report on all of the different ACHC resources – not only what is currently in ACHC control.
- **Chair Update**
Janet reported the following:
 - Janet was added to the ACHC bank account.

- A screening committee was formed, including Janet and Bob, to review architect proposals for the new senior housing being developed by AHA. The committee recommended 3 architects to the AHA Board, and the board decided to go with Winslow Architects.
- Janet and the Acton COA (Council on Aging) director met to talk about how the COA and ACHC can better work together. Their discussion resulted in the idea of each committee having a representative attend the other's meetings. Bernice volunteered to go to one COA meeting to see if this is something she would be interested in doing on an ongoing basis.

II. New Business

Residences at Kelley's Corner, 446 Massachusetts Avenue: Discussion and approval of proposed joint letter from Board of Selectmen and ACHC to William Lipchitz, Common Ground Development Corporation, summarizing and confirming Town of Acton local support for project to date.

- Janet solicited comments/questions about the letter, but no one had any. Bob moved to approve the letter, Bernice seconded; Lara took a roll call vote – the motion passed unanimously.
- Dan made a suggestion about an idea for 446 Mass Ave to gain site control; he also suggested having an ACHC discussion about how the board makes financial commitments; Janet will clarify how some decisions were made in the past, and ACHC will discuss putting in more formal procedures during a future meeting.

III. Old Business

- Apartments at Powder Mill, 2, 4 & 12 Powder Mill Road: Continued ZBA hearing on Tuesday, August 4, 2020, 6:30 pm.
 - ZBA voted unanimously to approve; Maynard Town Planner raised some issues at hearing concerning traffic, but ZBA still voted to move forward.
- Grandview Acton, 361 & 363 Great Road: Continued ZBA hearing on Tuesday, August 4, 2020, 7:00 pm.
 - ZBA voted to approve – 2 out of 8 corner units will be affordable
- Piper Lane: ZBA hearing continued from Tuesday, August 4, 2020, 6:30 pm to Tuesday, September 9, 2020, 7:45 pm. Town planning Special Town Meeting for September that presumably will include proposed Town purchase of Piper Lane parcel for open space.

IV. Miscellaneous

- Bernice suggested including an RHSO update in future meetings – Lara will provide.

- Bob left the meeting at 4:45pm.
- Dan moved to adjourn the meeting, Bernice seconded; Lara took a roll call vote – the motion passed unanimously. The meeting was adjourned at 4:53pm.
- The next ACHC meeting will be on September 21, 2020.

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda, August 10, 2020

Draft minutes for July 13, 2020

FY '20 Annual Financial Report

ACHC FY '20 Monthly Financial Report for 7/31/20

Draft letter from ACHC and BOS to William Lipchitz from Common Ground Development Corporation, and attachments:

- July 2017 letter from Nancy to BOS re: Request for spending approval of gift funds
- Pre-development funding grant agreement between ACHC and Common Ground
- September 2018 funding request from Nancy to the BOS for Common Ground
- November 2018 memo from Nancy to William Lipchitz re: Local Share for Common Ground
- July 2020 memo from Janet to BOS re: Request for Approval of Proposed Funding from Community Housing Program Fund