

**ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
April 27, 2021 at 4:00pm
VIRTUAL MEETING**

Present: Bernice Baran, Peter Berry, Nancy Kolb, and Robert Whittlesey
Also Present: Kelley Cronin
Attending: Jim Snyder-Grant and Fred Kinch

Mr. Whittlesey called the meeting to order at 4:02 PM via a virtual meeting platform with no Board members in physical attendance and broadcasted via Zoom virtual meeting platform.

- I. Ms. Kolb read the rules of the remote meeting and Mr. Whittlesey conducted a roll call for attendance with all Board members being present. The Board reviewed the minutes of the March 30, 2021 meeting. Ms. Kolb made a motion, which was seconded by Ms. Baran to;

Approve the minutes of the regular meeting for March 30, 2021.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Robert Whittlesey: Aye
Peter Berry: Aye

The motion was unanimously approved.

II. Executive Director Update

Ms. Cronin said that COVID re-opening guidance was going to be provided by the State Department of Housing and Community Development (DHCD) within the next couple weeks and that the Town was opening Town Hall to the public in May. Ms. Cronin asked the Board for guidance for the office re-opening to the public. Ms. Cronin said she had been following the Governor’s previous guidance of keeping staffing in the office at one time to fifty percent. The Board discussed having in person appointments outside and keeping the current procedures in place until the next Board meeting.

The Board reviewed the third quarter reports. Mr. Berry asked about the Alternate Housing Voucher Program statement. Ms. Cronin explained that the AHVP program was housing subsidies for people with disabilities. The income coming in from DHCD is for administrative costs and subsidies that the AHA pays as rent to landlords on behalf of the voucher holders.

III. New Business

Ms. Cronin let the Board know that they were going before the Conservation Commission for Main Street project on May 5th at 8:00pm if anyone wanted to attend. She also let the Board know that the design team was hold a Green Charrette if anyone from the Board was interested in participating. Ms. Cronin said the landscape plan was being worked on and Ms. Kolb suggested seeing if local nurseries would donate some plantings.

Ms. Cronin presented the sliding door replacement project contract to the Board for the low bidder. Ms. Cronin said the architect had reviewed the bids and spoken with the low-bidders' references and had included the recommendation letter in their packets. Ms. Baran made a motion, which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

Approve the contract for the Sliding Doors Replacement Project #002075 at Windsor Green with L&H Construction, Inc. in an amount not to exceed \$137,700.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

Ms. Cronin let the Board know that a work order for a House Doctor (architect) had been created by DHCD to hire Gwen Erskine as the designer for the community room upgrade at McCarthy Village. Ms. Baran made a motion, which was seconded by Mr. Berry and unanimously voted in the affirmative to:

Approve the work order for designer services for the Community Room Upgrade at Project #002077 at McCarthy Village with Gwen Erskine in an amount not to exceed \$9,900.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

III. Old Business

Ms. Baran updated the Board on Acton Community Housing Corporation activities and recommended requesting an additional grant formerly after Town Meeting.

Ms. Kolb updated the Board on Community Preservation Committee meetings. Ms. Kolb let the Board know that the committee had approved the Main Street proposal and it would be on the agenda for Town Meeting. Ms. Cronin stated that the AHA was very grateful to have so much support from the CPC and thanked Ms. Kolb for her work on the committee.

Ms. Cronin asked the Board for feedback on the tenant board position after reviewing the Public Housing Notice and attachments in their packets. Ms. Cronin asked if the Board wanted to initiate a new outreach effort after reviewing the DHCD guidance. Ms. Kolb said that they had done outreach this past winter and held meetings with interested tenants, as described in the public housing notice, and that the AHA should move forward with the process. Ms. Cronin said she would reach out to the interested residents and find out when it could be on the agenda for a Select Board meeting.

IV. The Board reviewed the March voucher. Ms. Baran made a motion, which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Approve the March voucher as presented.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Robert Whittlesey: Aye

The motion was unanimously approved.

V. Mr. Whittlesey asked if there were any public comments. Mr. Kinch, from the Dog Park Committee, let the Board know that they were seeking approval from the Town for \$25,000 for a grant from the Stanton Foundation, to help pay for the design. Mr. Whittlesey asked if there were any further comment and hearing none asked for a motion to close the public meeting and go into Executive Session. Mr. Berry read out loud the reason for entering executive session as posted on the agenda and made a motion, which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Adjourn the open meeting and go into executive session at 5:18 pm.

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

Bernice Baran: Aye

Peter Berry: 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 April 27th meeting:

Minutes of the March 30, 2021, First Quarter Financial Statements, Work Order for McCarthy Village Community Room upgrade project #002077, Architect recommendation letter for L&H Construction and bid tally for Sliding Door Project #002075, DHCD PHN 002021-01 and attachments for Tenant Board position, March voucher