

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Monday, June 14, 2021 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Monday, June 14, 2021 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Andy Richardt, Bernice Baran, Judy Hodge, Bob Van Meter, and associate members Dan Buckley and Corrina Kreuze.

Lara Plaskon from RHSO serves as ACHC's off-board Clerk and was present for the meeting; Nancy Tavernier serves as ACHC's off-board treasurer and was also present for the meeting.

Guests:

- Kelley Cronin, Acton Housing Authority & Maura Tsongas, AHA's development consultant (left after their appointment); Alissa Nichol – general public

Janet Adachi, Chair, called the meeting to order at 4:11PM – delay due to technology issues. Janet read the meeting notice, including the Covid-related guidelines for the meeting.

**I. Appointment**

- Kelley Cronin, Executive Director of Acton Housing Authority (AHA) – updated about 348-364 Main Street
  - Winslow Architects has provided designs
  - 2 Green charrettes with New Ecology with the goal of making the project environmentally friendly
  - 40 units – 4 handicapped accessible; 6 set aside for people under 60 years with disabilities; Two 2-bedrooms for those who need a live-in aide
  - 4 buildings – one with 10 units, one with 8 units, one with 12 units, one with 10 units; idea is for development to look like a village
  - AHA just completed a traffic study which may lead to changes in configuration of parking
  - Initially, Town RFI was for 4 parcels of land; Town decided to keep 2 parcels for other uses, but granted an easement for AHA to use one parcel for septic
  - Handicapped accessible units will be on ground level for ease of exit if elevators are down
  - Design Review Board provided some good feedback so there are some changes planned to make the street views more attractive
  - Will be using air source heat pumps and other non-fossil fuel technology
  - Some discussion about the size of units and number of bathrooms in the 2-bedroom units – Kelley explained constraints regarding state requirements
  - 8 units for people under 30% of AMI; 32 units for people under 60% AMI; applying for 8 project-based Section 8 vouchers; potential for additional project-based subsidies from the State; Bob raised concern that 60% AMI

rents may be too high – Maura planned budget based on lower rents to accommodate some people who couldn't afford full tax credit (60% AMI) rent

- There will be a lottery to identify tenants; They will do wide marketing to find applicants for the lottery
- AHA is using LIHTC; State bond financing; CPC funding; other Town funds; loan; Project is estimated to cost \$14 million – more clarity on the price will come as the project progresses
- Project Eligibility Letter (PEL) submitted to the State in March – see attached PEL filing plans for more details, renderings of the project, etc.
- Final community meeting scheduled for mid-July
- Nancy checked in about ACHC contribution – so far, ACHC has contributed \$75K of the \$150K ACHC has committed; question about when additional ACHC funds would be needed; Janet will add this issue to a future agenda
- Dog park issue – AHA Board had asked Select Board not to support dog park this past October because neighbors were not in support of the dog park; However, they have not voted again since the Select Board decided to allow the dog park; AHA has tried to stay out of this issue, but also want to be supportive of the neighbors since the neighbors have been supportive of the AHA's development.
- Judy asked if the space under the sloped part of roofs can be put to use – Kelley replied that they are still figuring that out; Slope of the roof is to accommodate solar panels
- AHA is hopeful that Town Meeting later this month will be supportive of the CPC allocation for this project.

## II. Regular Business

- **Minutes** – 2 sets of minutes – from 5/6/21 and 5/10/21 – were read. Bernice moved to approve both sets of minutes and Judy seconded. A roll call vote was taken for each set of minutes and both votes passed unanimously.

- **Financial Report**

Nancy reported the following:

- Total ACHC assets as of 5/31/21 – \$71,808.54. This includes savings (\$64,980.97), checking (\$945.15), and CD (\$5,882.42)
- No expenditures this month
- Nancy provided a second report that lists the various funds held by the Town for the ACHC – see report in Statement of Documents
- Janet created a folder in ACHC section of website to store financial information
- Bob moved to approve the financial report and Judy seconded; Lara took a roll call vote and motion passed unanimously

- **Regional Housing Services Offices Update**

Lara reported the following:

- The post-purchase training being offered on May 18<sup>th</sup> was well attended (between 50 and 60 people). It was also well-received with several attendees following up with Lara about different issues.
- Lara continues to be busy with a lot of re-sales of affordable homeownership units – brief discussion about why this might be the case.
- It is the end of RHO's fiscal year, so planning for next year has been happening. RHO is looking into hiring an additional person to work in the office because everyone has been so busy.

- **Chair Update**

Janet reported the following:

- Robert Hummel, most recently Assistant Town Planner who has assisted ACHC in setting up Zoom meetings along with and Planning Director Kristen Guichard, has moved on as of mid-May to be the Senior Planner for the Town of Belmont. Robert also will be a new father in July.
- 5/5/2021 – Site walk with Town Manager and Land Use department directors (Planning and Conservation) of a proposed very small-scale affordable project; possible appointment with proponent next month.
- Select Board meeting, tonight, 6/14/2021: Agenda includes discussion about Town's subsidized housing inventory, which is the official DHCD record of qualifying affordable housing units in Acton relative to the 10% minimum that MA Chapter 40B requires. As of 8/10/2020, when Zoning Board of Appeals issued comprehensive permit for Powder Mill Apartments, Acton had attained "safe harbor" until 2022 by achieving the 10% minimum and also by certified achievement of annual goals under Housing Production Plan for creation of new affordable units. There could be a delay in the start of the Powder Mill project that could lead to the loss of the proposed project units from the SHI in August – this would drop Acton below 10% affordable housing. Tune in to the Board meeting for more details.
- 2021 Annual Town Meeting, Tuesday, 6/21/2021 – Community housing proposals in Article 9, CPA warrant article, including \$500K grant to AHA for Main St project, and \$40K to ACHC for housing fund (ACHC's original request was for \$50K). Article 22 proposal for transfer of Carlisle Road parcel to Habitat is on consent agenda; if someone at Town Meeting pulls article off consent, Janet will deliver prepared remarks on behalf of ACHC in support of article.

- **Member Reports**

- Bob has been participating in a coalition with Housing for All trying to involve tenants in climate concerns/energy efficiency; public event planned for 7/17 at NARA; Bob will send Lara a flyer and she will send to the ACHC list
- Housing for All did a questionnaire for the 2 candidates in the special Select Board election; both candidates will answer questions at tomorrow's Housing for All meeting
- Presentation that Bob made to the DEI committee was also presented to Congregation Beth Elohim and Acton Congregational Church
- Andy got a consultant name from CEDAC and he will follow up with them regarding the special needs housing project
- Andy went to an ARC meeting this morning, and someone there from ARC may also be a good resource for data – Andy and Bob will talk on the phone to check in about these issues

### III. New Business

- **Election of 2021-2022 Officers**

- Janet will stay as Chair
- Bob will stay as Vice-chair
- Nancy still planning to step down as Treasurer; Andy is willing to take on the treasurer role, but dealing with compliance issues related to his day job first
- Lara will continue as off-board clerk
- Bernice enthusiastically endorses all candidates, and Judy seconds – roll call vote to approve candidates passed unanimously

- **Discussion of future ACHC meetings** – termination of MA state of emergency on 6/15/21; Select Board decision on 6/7/21

- ACHC had a discussion about what the end of the state of emergency means for remote meetings
- Governor proposed extending allowance of remote meeting until September
- State Senate proposal to extend allowance of remote meeting until April '22
- Select Board will follow State's lead until Town Meeting; After Town Meeting, boards need to decide whether all meetings will be remote or in person (will not be allowed to switch back and forth)
- Janet laid out the different possibilities depending on what happens with legislation
- ACHC members voiced opinions – many opinions supporting continuation of Zoom meetings due to convenience, ease of participation, benefits of screen sharing during presentations, etc.; a couple of people prefer in-person; issue raised that it would be helpful if community can still participate remotely; overall, members are willing to be flexible
- ACHC is going to assume a remote meeting for July as long as this is still allowed

**IV. Old Business**

- **Old High School escrow account** – ACHC needs to decide to authorize Nancy to renew the CD or needs to determine whether ACHC even needs it anymore; ACHC won't be able to resolve whether we actually need the account before the current CD expires, so authorization to re-invest is needed – Bob moved to authorize Nancy and Bernice seconded – Roll call vote was taken and motion passed unanimously

- **No project updates**

**V. Future Agenda Items**

- **No Suggestions**

Judy moved to adjourn the meeting at 5:50pm and Bob seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on July 12, 2021.

**STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:**

Agenda, June 14, 2021

Minutes from May 6, 2021

Minutes from May 10, 2021

Financial Report through 5/31/21

Housing Funds report through 5/31/21

348-364 Main Street Plans – PEL filing

Towne School Tri-Party Escrow Agreement, April 2011