

**ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
March 28, 2022, at 3:00pm  
VIRTUAL MEETING**

Present: Bernice Baran, Peter Berry, Nancy Kolb, Robert Whittlesey, and Melissa Wingfield  
Also Present: Kelley Cronin  
Attending: Fran Arsenault, Ann Corcoran, Lisa Franklin, and Karen Martin

Ms. Kolb called the meeting to order at 3:00 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 Ms. Kolb conducted a roll call for attendance with Ms. Kolb, Ms. Baran, Mr. Berry, Mr. Whittlesey, and Ms. Wingfield present. The Board reviewed the minutes of the February 17, 2022, meeting. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

***Approve the minutes of the regular meeting for February 17, 2022.***

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

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

The motion was approved.

**II. Executive Director Update**

Ms. Cronin discussed the mask requirement for the office and community room. The Board thought masks should still be encouraged for the community room and office and will revisit the issue at the April meeting.

Ms. Cronin let the Board know the Concord, Lexington, Acton, and Bedford Housing Authorities had discussed with the Department of Housing and Community Development (DHCD), combining the two Resident Services Grant to create a full-time position and still be able to contract with Minuteman Senior Services for extra support to our residents. Ms. Baran made a motion, which was seconded by Mr. Berry to;

***Combine the Resident Services Coordinator (RSC) Grant with Concord Housing Authority RSC grant to create a full-time Resident Services Coordinator position.***

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

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

The motion was approved.

**III. New Business**

Ms. Cronin updated the Board on Main Street activity. Ms. Cronin let the Board know the grant for e-bikes had been funded. Ms. Cronin also let the Board know that the State had offered \$47,000 for the easement to the Lalli Terrace Condominium Association for the Kelly's Corner easement.

Ms. Cronin reviewed the bad references for the low-bidder, the response of the low-bidder, advice from counsel and the e-mail communications regarding the Great Road improvement project #002081. Ms. Cronin also reviewed the references for the second lowest bidder which were positive. Mr. Berry made a motion, which was seconded by Ms. Baran to;

***Reject the low bid from Paxor Construction and award the Great Road Improvement Project #002081 the second lowest bidder, Vareika Construction for a contract not to exceed \$266,000.***

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

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

The motion was approved.

Ms. Cronin presented the updated payment standards for the Section 8 program and explained HUD had increased the fair market rents for the metropolitan Boston area. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

***Approve the updated payment standards for the Section 8 program in Acton, Boxborough, Littleton, and Maynard as presented.***

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

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

The motion was approved.

#### IV. Old Business

Ms. Kolb let the Board know she was excited to announce that the Community Preservation Committee (CPC) had voted to fully fund the AHA proposal for new windows at Windsor Green. Mr. Berry let the Board know that the Select Board was not recommending an increase in the surcharge for CPA at this time. Mr. Berry also let the Board know there was a forum tomorrow night on the Climate Action Plan.

V. The Board reviewed the February voucher. Ms. Baran made a motion, which was seconded by Mr. Berry and unanimously voted in the affirmative to:

***Approve the February voucher as presented.***

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

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

Melissa Wingfield: Aye  
The motion was unanimously approved.

VI. Ms. Kolb asked if there were any community members who wanted to comment, and Ms. Cronin stated that there were not.

Ms. Kolb adjourned the meeting at 4:32pm.

Respectfully submitted,  
*Kelley A. Cronin*  
Kelley A. Cronin  
Executive Director

Documents and Exhibits Used During the **February 17<sup>th</sup>** meeting:

Minutes of the February 17, 2022, Bid Tally, References, E-mails and legal opinion for Great Road Project #002081, By-Laws, HUD Revised Fair Market Rents for Metro-Boston dated March 10, 2022, Revised Section 8 Payment Standards, E-Bike Grant Announcements, and flyer, MassDOT offer of compensation for easement to Lalli Terrace Condominium Association, February Voucher.