

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
JANUARY 24, 2023, at 3:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Sahana Purohit and Melissa Wingfield
Also Present: Kelley Cronin
Attending: Fran Arsenault, Fred Kinch, Leo Fochtman

- I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with Ms. Kolb, Ms. Baran, Mr. Berry, Ms. Purohit, and Ms. Wingfield present.

II. New Business

Ms. Kolb recognized Board members and the Executive Director for updates. Mrs. Purohit let the Board know about the upcoming Housing Forum and Ms. Cronin updated Board members on MassNAHRO activities.

The Board reviewed the certificate of final completion for the toilet replacement project #002093. Ms. Baran made a motion, which was seconded by Ms. Wingfield to;

Approve the certificate of final completion for project #002093 for a total amount of \$52,907.86.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Ms. Purohit: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin presented a fee amendment to the designer fee for the Great Road condominium kitchen and bath replacement project #002081 due to scope changes to meet code requirements. The architect brought in an electrical engineer to add to the scope. Ms. Baran made a motion which was seconded by Ms. Wingfield to;

Approve the fee amendment in the amount of \$2,100 to the design fee for project #002081.

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

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Ms. Purohit: Aye
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin presented a fee proposal for the civil engineer to design the driveway and parking lot replacement at Windsor Green, project #002092. Mr. Berry made a motion which was seconded by Ms. Kolb to;

Approve the designer contract with Allen & Major in the amount of \$199,917 for project #002092.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Ms. Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin reviewed the Performance Management Review slides with the Board. Ms. Cronin showed the board the work order system on PHA Network and the waiting list system through CHAMP. The Board reviewed the meeting schedule.

The Board reviewed the contract for accounting services. Ms. Baran made a motion which was seconded by Mr. Berry to;

Approve the accounting services contract with Gordon Griffin for \$25,200 annually.

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Ms. Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

III. Ms. Cronin updated the board on McManus Manor and let them know the application for passive house certification had been submitted.

Ms. Kolb updated the Board on Community Preservation Fund and let them know the CPC was still reviewing applications.

Ms. Baran updated the Board on Acton Community Housing Committee meetings and let members know about the Toll Brothers proposal for the W.R. Grace properties.

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

Approve the December voucher as presented.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Peter Berry: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

VI. Ms. Kolb asked if there were any community members who wanted to comment. Mr. Fochtman reminded the Board about the Human Services Committee meeting the AHA was presenting in February. Ms. Kolb

asked if there was any other public comment. Hearing none, Ms. Kolb asked for a motion to adjourn and move into Executive Session. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Adjourn the meeting and enter Executive Session.

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

Bernice Baran: Aye

Nancy Kolb: Aye

Peter Berry: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Kolb adjourned the meeting at 4:30 pm.

Respectfully submitted,

Kelley A. Cronin

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Executive Director

Documents and Exhibits Used During the **January 24, 2023** meeting:

Minutes of the December 20, 2022, meeting, Certificate of final completion for project #002093, Design fee amendment for project #002081, Engagement Letter and contract for accounting services, Performance Management Review Training for Board members, Designer Contract for project #002092, MassNAHRO training, December Voucher