

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Wednesday, May 9, 2023 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, May 9, 2023 at 4:31PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Andy Richardt, Bernice Baran, Bob VanMeter, and Judy Hodge, and associate members Dan Buckley and Corrina Roman-Kreuze. Janet designated Dan and Corrina as a voting members for today's meeting.

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

Guests:

- David Martin, Acton Select Board; Lou York, three unidentified people (Jane, Regina, and anonymous) – community members

Janet Adachi, Chair, called the meeting to order at 4:31pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

**I. Appointment with Carolyn Read from Habitat from Humanity**

- **4:30pm – Appointment with Carolyn Read**, Executive Director, Habitat for Humanity – North Central, MA, regarding 26 Carlisle Rd project and request for additional small grant
  - Carolyn summarized issues that have caused additional, unanticipated costs in the construction of 26 Carlisle Road - \$60K needed for asbestos containment and a water connection fee of \$13,235. The water fee in Acton is much higher than the budgeted amount, which was based on the connection fee most recently paid by Habitat in another town. Fee in Acton is much higher than in surrounding towns (only \$3,500 in Concord and Sudbury), so Habitat was not expecting the high connection fee
  - Habitat requested abatement, but Water District replied that is not possible. Water District has not historically waived fee for affordable housing for water connections; they have a program to waive water usage fees for income eligible households
  - ACHC asked why Acton fee is so high – Janet will look into it
  - New home is expected to be completed at the end of June
  - Habitat is requesting \$10K to assist with water connection fee – Bob moved and Bernice seconded ACHC contribution of \$10K to complete the Carlisle Road project
  - Dan suggested amending motion to \$5K contribution from ACHC because he is concerned that Town has already contributed a lot of money to this project, but no one seconded this motion
  - ACHC returned to Bob's original motion to contribute \$10K – Lara took a roll call vote – motion passed 6 to 1 (Dan voted no); Janet and Andy will

figure out the details of getting the funds to Habitat, and Janet will get approval from the Select Board to spend the money and will prepare a grant agreement.

## II. Regular Business

- **Minutes of March 15, 2023** – Judy moved to approve the minutes of the April 11<sup>th</sup> ACHC meeting and Andy seconded – Lara took a roll call vote and the motion passed unanimously.

- **Monthly Financial Reports through 4/30/23**

Andy reported the following:

- Total ACHC assets as of 4/30/23 – \$66,241.61
- Activity since last ACHC meeting – \$2,500 closing cost grant to new affordable homeowner; delayed transfer of funds from savings account to checking account to cover check resulted in bank and closing attorney charges.
- CPC grant passed at Town Meeting – will be adding \$200K to ACHC funds, but ACHC doesn't have it yet
- Funds available:
  - Savings & Checking - \$60,339.69
  - Gift funds - \$244,126.22
  - CPA funds - \$125,000
  - \$200K committed to MacManus Manor, so total available for expenditures - \$229,465.91
- Janet and Andy affirmed that they have both reviewed the monthly financial statements.
- Bernice moved to accept financial report and Corrina seconded – roll call vote was taken and the motion passed unanimously.

- **Regional Housing Services Offices Update** –

- Re-sale unit at 212 Central Street closed on 5/1 – everything went well and new owner will be moving in gradually over the next month or so
- RHSO held Tenants' Rights Training on April 27<sup>th</sup>—well attended – Acton had more participants than any other RHSO town. The slides from the presentation and a recording of the training are available on the [RHSO website](#).
- RHSO is offering a Post Purchase Training for affordable homeowners later in May. Training will be virtual (on zoom) and offered to all affordable homeowners in the RHSO towns. Topics covered will include refinancing, resales, how to calculate the value of your home, and an attorney will be there to answer questions.
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- **Chair Update** –

- Bob and Janet were at South Acton Advisory Committee meeting – still deliberating how to comply with MBTA Communities Law; Reminder from

Janet that the law doesn't require building, just zoning to allow multi-family structures.

- Inquiry to Janet from temporary town assessor about the tax-status of old high school property – Janet researched and clarified for the assessor
- Janet attended Habitat spring breakfast at beginning of May – nice event, a lot of people were there, 26 Carlisle Rd family was present and was recognized
- Town planning department is getting more involved in applying fair housing principles to all housing, not just affordable housing – civil rights attorney will review zoning, for example; Janet suggested ACHC will be the lead Town committee on fair housing efforts
- Janet reminded that ACHC members with terms expiring in June need to respond to the Volunteer Coordinating Committee; Corrina will be stepping down due to too many other commitments

- **Member Updates**

- Bernice – AHA solar panel funding for McManus Manor passed at Town Meeting
- Bob – gave update on another housing-related article at Town Meeting

**III. New Business – None (other than 4:30pm appointment)**

**IV. Old Business**

- **Tavernier Place** –

- Janet received updates from developer, Steve Joncas – ribbon cutting on 6/12 (rain date 6/26); Nancy, unfortunately, will not be able to attend
- Steve gave Janet a tour – workers still doing finishing touches on interior; feels very spacious; kitchens done; bathrooms are large with step in showers; lots of natural light; laundry facilities on each floor; 3 floors of units; 2<sup>nd</sup> elevator will be delayed, but won't delay occupancy permit; Janet hoping there will be opportunity for ACHC members to visit

- **2023 Meeting Schedule** –

- Remote vs. in person – Bernice would prefer to continue zoom meetings; Judy prefers zoom because it is time saving; Bob would prefer in person, but is happy to do either one; Andy can do either; Dan can do either

**V. Future Agenda Items**

- Conversation among ACHC members with questions/ideas that could be future agenda items
  - Judy – asked question about whether ACHC can give input ahead of time about certain development issues in hopes of preventing problems;
  - Dan would like to take more time before making funding decisions – would like to put this on ACHC's agenda for next month; Bernice and Bob agree with this concern. Janet agrees on the need to create standards for how ACHC decides on making grants to developers

- Bernice – wants to put inclusionary zoning on a future meeting agenda
- Bernice – wants to recognize Corrina for her years of service on ACHC; Corrina agreed to say a few words at the next ACHC meeting

Judy moved to adjourn the meeting at 5:47pm and Corrina seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on June 13, 2023 – likely a Zoom meeting

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

Agenda, May 9, 2023

Financial Reports through 4/30/23, including bank account and housing gift funds

Draft Minutes from 4/11/23 ACHC meeting

Habitat for Humanity funding request for 26 Carlisle Road