ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
May 23, 2023, at 3:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Sahana Purohit, and Melissa Wingfield
Also Present: Kelley Cronin

Ms. Kolb called the meeting to order at 3:02 PM via a virtual meeting platform with no Board members in physical attendance and broadcast via Zoom virtual meeting platform.

I.   Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with all Board members being present.

II.   New Business

        Ms. Kolb asked for a motion to approve the minutes. Ms. Wingfield made a motion, which was seconded by Ms. Baran to;

        Approve the minutes of the April 25, 2023, meeting as amended.

        and upon roll call the "Ayes" and "Nays" were as follows:
            Bernice Baran: Aye
            Peter Berry: Aye
            Nancy Kolb: Aye
            Sahana Purohit: Aye
            Melissa Wingfield: Aye
        The motion was approved.

        Ms. Kolb let the Board know that the funding request for solar panels for McManus Manor was approved at Town Meeting. Mr. Berry reviewed Representative Simon Cataldo's visit and tour of Acton Housing Authority (AHA) units. Ms. Cronin updated the Board on State Budget progress.

        Ms. Cronin reviewed the financials, tenant account receivables and Performance Management Review with the Board.

        Ms. Cronin presented a change order for Yankee Village project number #002095 in the amount of $406.56 to take carpet out of closets and replace with laminate plank. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

        Approve the change order for project #002095 in the amount of $406.76.

        and upon roll call the "Ayes" and "Nays" were as follows:
            Bernice Baran: Aye
            Peter Berry: Aye
            Nancy Kolb: Aye
            Sahana Purohit: Aye
            Melissa Wingfield: Aye
        The motion was approved.

Ms. Cronin reviewed the proposals for Owners Project Manager. The proposals had the same hourly rate, but one applicant had much more extensive experience with affordable housing construction and regulations. The review committee recommended hiring Anser Advisory. Ms. Baran made a motion, which was seconded by Ms. Purohit to;

Contract with Anser Advisory to serve as the Owner Project Manager of McManus Manor.

and upon roll call the "Ayes" and "Nays" were as follows:
 Bernice Baran: Aye
 Peter Berry: Aye
 Nancy Kolb: Aye
 Sahana Purohit: Aye
 Melissa Wingfield: Aye
The motion was approved.

Ms. Cronin reviewed the Notice of Fund Availability (NOFA) with the Board. Ms. Kolb and Ms. Purohit volunteered to look at units with Ms. Cronin that may be sold to purchase new units with funding from the NOFA.

IV. Old Business

Ms. Cronin updated the Board on the Main Street campus and sewer planning.

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

Approve the April voucher with a total expenditure of $541,757.14 as presented.

and upon roll call the "Ayes" and "Nays" were as follows:
 Bernice Baran: Aye
 Peter Berry: Aye
 Nancy Kolb: 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 and there were none. Mr. Berry made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Adjourn the meeting at 4:13 pm.

and upon roll call the "Ayes" and "Nays" were as follows:
 Bernice Baran: Aye
 Peter Berry: Aye
 Nancy Kolb: Aye
 Sahana Purohit: Aye
 Melissa Wingfield: Aye
The motion was approved.

Respectfully submitted,
Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the **May 23rd** meeting:
Minutes of the April 25, 2023, First Quarter Operating Statements and Tenant Account Receivables, Change Order for Project #002095, Owner Project Manager Responses, 2023 and 2019 Performance Management Review (PMR), Executive Director Memo to Board regarding PMR, DHCD PHN 2023-20 Family NOFA, Condominium Sale Price Comparisons, April Voucher