

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Wednesday, June 13, 2023 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, June 13, 2023 at 4PM 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:

- Three unidentified people – community members

Janet Adachi, Chair, called the meeting to order at 4:02pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

**I. Regular Business**

- Minutes of May 9, 2023 – Bernice moved to approve the minutes of the May 9<sup>th</sup> ACHC meeting and Bob seconded – Lara took a roll call vote and the motion passed unanimously.
- Monthly Financial Reports through 5/31/23

Andy reported the following:

- Total ACHC assets as of 5/31/23 – \$64,857.06
- Changes from last month were due to interest received; also ACHC received invoice from auditor and paid it, but Andy confirmed with Town Finance Department that Town's payment for municipal annual audit includes cost of ACHC's annual audit, so auditor is refunding ACHC's payment.
- CPC grant that passed at Town Meeting will be adding \$200K to ACHC funds, but ACHC doesn't have it yet
- Funds available:
  - Savings & Checking - \$58,955.14
  - Gift funds - \$244,126.22
  - CPA funds - \$125,000
  - \$200K committed to MacManus Manor, and \$10K committed to Habitat for Humanity project, so total available for expenditures - \$218,081.36
- Janet and Andy affirmed that they have both reviewed the monthly financial statements.
- Bob moved to accept financial report and Corrina seconded – roll call vote was taken and the motion passed unanimously.

- **Regional Housing Services Offices Update –**
  - Capital Improvement program – in addition to the application on today's agenda, Lara has received two other inquiries from owners who would like to apply to the program – will likely be on the agenda next month
  - Parker Street – Liz prepared a memo in response the Parker Street LIP application in order to highlight the application's deficiencies and to recommend next steps for the Town; Lara will share the memo with Janet and she will disseminate to ACHC; There may be a follow up discussion at next month's ACHC meeting.
- **Chair Update –**
  - Tavernier Place ribbon cutting took place yesterday – went well; Attendees were allowed to check out the building and, in general, people were impressed – Common Ground did a great job.
  - Janet shared that Nancy will be in Acton next month – hopefully, there will be an opportunity for ACHC members to visit with her
  - 457 Mass Ave – Common Ground's new project is still in the works – hoping someone from Common Ground will be able to come to ACHC's meeting next month to present about this project
  - 68 Parker Street – LIP application was submitted to the Town and Janet signed; they are planning to submit to EOHLC (formerly DHCD)
  - Powder Mill Apartments – ZBA meeting held on 6/6 to consider 3 year extension to Comprehensive Permit which expires in August; No one from property showed up, so meeting was continued to 7/11
  - Habitat – dedication ceremony for 26 Carlisle Rd will be this Friday at 10am
  - South Acton Vision and Action Plan – Bob and Janet have been part of advisory group; There will be a public information webinar on 6/21, inviting public input; advisory group has been looking at not only compliance with MBTA Communities law, but also generally what would be possible for Acton in the future in terms of multi-family housing
  - WR Grace development is in a holding pattern – they might be taking a closer look at the condition of the land before proceeding
- **Member Updates**
  - Bernice – commented that the Tavernier Place location is great; ceremony was terrific
  - Corrina – last meeting after serving for many years; ACHC is thankful for her many years of service and wishes her all the best; Corrina made some comments about her years on the committee
  - Andy
    - Stepping down from ACHC as well; thanks to Andy for his years of service; Andy is going to continue his focus on special needs housing
    - Has attended meetings in other towns related to his work on special needs

- housing – Concord has periodic housing roundtables where all of the different actors in Town come together to talk about what they're working on – might be something for Acton to consider
- Dan – has agreed to be the next ACHC treasurer; noted that a connection wasn't made at Town Meeting between the project in the South Acton parking lot and the MBTA Communities law
- Bob – attended a CHAPA webinar yesterday which featured a presentation from the Town of Lexington about their experience with getting new zoning approved to comply with MBTA Communities law – very helpful presentation

## II. New Business

- **Election of ACHC officers for 2023-2024**
  - Janet will stay on as chair – Bob formally nominated Janet and Corrina seconded - roll call vote was taken and the motion passed unanimously.
  - Bob will stay on as co-chair – Janet formally nominated Bob and Bernice seconded – roll call vote was taken and motion passed unanimously
  - Dan will take over as treasurer – Bob formally nominated Dan and Bernice seconded - roll call vote was taken and the motion passed unanimously.
  - Lara will stay on as off-board clerk – Bob formally nominated Lara and Janet seconded – roll call vote was taken and motion passed unanimously
  - Janet is working on identifying new ACHC members since two members are stepping down
- **Homeowner request for capital assistance**
  - Lara presented the application – straight forward request for assistance with a water heater repair; Dan moved to approve the request for \$225 and Bob seconded – roll call vote was taken and the motion passed unanimously
- **Proposed guidelines for ACHC grants to affordable housing projects: discussion of draft**
  - Janet isn't really prepared for the discussion and wants to put more time into the draft and discuss next month instead

## III. Old Business

- **None**

## IV. Future Agenda Items

- **Discussion of past ACHC members' suggestions**
  - Inclusionary zoning warrant article – Bernice re-iterated that she would really like to learn more about this; Bob suggested inviting Kristen Guichard (Town Planner) to talk about this – Kristen would like to incorporate inclusionary zoning in the new MBTA Communities zoning – Janet will add this to the agenda for next month or September
  - How to better identify parcels that could be developed into affordable housing – Janet will ask about parcels at Town Hall; members shared ideas about how ACHC can work with Open Space to identify parcels that could be

- part open space and part housing
- Pursuing Powder Mill Apartments project and the new Common Ground project
- Invite groups similar to ACHC from other towns to hear what they are working on

Bernice moved to adjourn the meeting at 5:13pm and Corrina seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on July 11, 2023 at 4pm via Zoom.

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

Agenda, June 13, 2023

Financial Reports through 5/31/23, including bank account and housing gift funds

Draft Minutes from 5/9/23 ACHC meeting

CPA grant letter 5/23/23

CPA grant acknowledgement signed 6/2/23

LIP LAU application for Parker Street

Emails re: Parker Street LIP application

Capital Assistance request