

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
August 22, 2023, at 3:00pm
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Sahana Purohit, and Melissa Wingfield
Also Present: Kelley Cronin
Attending: Alissa Nichol, Andrea Becerra, Ellie Anderson, Kaila Sauer, Nora Masler, Lauren West, Paulette Farmer

Ms. Kolb called the meeting to order at 3:01 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. Minutes

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

Approve the minutes of the July 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.

- III. Board and Executive Director Updates

Mr. Berry let the Board know he had been sworn in on Community Preservation Committee. Ms. Cronin gave an update on Main Street Campus Planning. Ms. Baran let the Board know that Common Ground was planning to build family units on Massachusetts Avenue. Ms. Cronin let the Board know that Verizon was upgrading service and installing new wires at Windsor Avenue. Ms. Purohit let the Board know about the No Place for Hate event in October. Ms. Baran made a motion, which was seconded by Ms. Purohit to;

Approve the Acton Housing Authority being a sponsor of the No Place for Hate walk.

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.

IV. New Business

Andrea Becerra, Sustainability Director, and Ellie Anderson from the Finance Department gave a presentation on the Curbside Trash and Recycling Analysis. The Board asked questions and Ms. Becerra went through a questionnaire for the Housing Authority.

Kaila Sauer and Nora Masler from the Planning Department gave a presentation on the South Acton Vision and Action Plan. Ms. Sauer and Ms. Masler reviewed the vision and action plan, discussed MGL 40A, section 3A and presented the draft zoning changes.

Ms. Cronin updated the Board on feedback from the Resident Advisory Committee (RAC) on the annual and capital plan. The RAC recommended including push button doors at the Windsor Green community room and handicapped buildings. Ms. Cronin also let the Board know that the main pipe at Windsor Avenue was starting to drip and needed to be replaced and recommended adding those two items to the plan.

Ms. Cronin provided the Board with a proposal to bid the roof, some siding and window replacement at a local initiative program unit on Jennifer Path and to approve the work order with GCE Architects. Mr. Berry made a motion, which was seconded by Ms. Wingfield to;

Approve the design contract in the amount of \$8,800 with GCE Architects and issue a request for bid to do the work at Jennifer Path.

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 discussed the quarterly reports and Tenant Account Receivables. Ms. Cronin has been working with residents who still have balances and assisting them apply for grant funds from the Town and RAFT to help pay back rent.

The Board briefly discussed the study on the proposed Rehab Trust.

V. Old Business

Ms. Cronin updated the Board on the Main Street campus and the progress of the MassWorks sewer project. She let the Board know that there has been delays due to the Department of Transportation not approving the permit for the sewer work. The AHA cannot bid the work for McManus Manor until the sewer work has been bid, a contractor selected with a timeline for completion.

VI. Voucher

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

Approve the June voucher with a total expenditure of \$513,042.26 as presented.

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

Bernice Baran: Aye
Nancy Kolb: Aye
Sahana Purohit: Aye
Melissa Wingfield: Aye
The motion was approved.

VII. Ms. Kolb asked if there were any community members who wanted to comment. Ms. Wingfield made a motion which was seconded by Mr. Berry and unanimously voted in the affirmative to:

Adjourn the meeting at 4:05 pm.

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

Bernice Baran: 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 **August 22nd** meeting:

Minutes of the July 25, 2023, meeting, Second Quarter Financials and Tenant Account Receivables, Curbside Trash and Recycling Analysis, South Acton Zoning Plan, Annual Plan and Capital Plan, Jennifer Path Designer Contract, Rehab Trust Study, July Voucher