

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Wednesday, September 12, 2023 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, September 12, 2023 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, and Judy Hodge, and associate member Dan Buckley. Janet designated Dan as a voting member for today's meeting. Bob Van Meter joined the meeting at 4:52pm

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

Guests:

- Alissa Nicol; one unidentified person joined by phone

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. Appointments**

- **4pm: Common Ground, Rachelly Bartolotta, Steve Joncas** – Update about preliminary plans for proposed project at 457 Massachusetts Avenue
  - The updated plan has been updated to include 43 units – number of 2 and 3bd units has increased in response to feedback received – 14 1bd, 25 bd, 4 3bd
  - Common Ground (CG) still working to incorporate feedback about the inclusion of studios
  - CG has been communicating with the Town about sewer and wastewater capacity – there is still a concern about capacity, but they are working on it; need is 8,000+ gallons/day, but Town has about 4,600 gallons/day available for this project
  - CG has been talking to Minuteman Arc re: the existing house and how to use it
  - Some brief discussion and questions from ACHC members re: sewer capacity
  - Dan pointed out that State might require 5 3bd units – CG is considering this
  - Judy asked about the possibility of heat pumps – CG is planning to incorporate them
  - Bernice asked where CG is in the process – next step would be to develop a budget, but need to deal with feasibility related to the sewer capacity first
- **4:30pm: Acton Planning Director Kristen Guichard & ACHC Vice Chairman Bob Van Meter** – Proposed inclusionary zoning bylaw  
Kristen provided the following (Bob was running late due to traffic):

Town has two initiatives to incorporate inclusionary zoning:

- 1- Include as part of 3A (MBTA Communities Law) compliance – Planning Department has gotten a lot of community feedback this summer on sites to zone as multi-family; State is allowing Towns to include up to 10% restricted units in the newly zoned areas
- 2- Collaborative effort with Conservation and Sustainability Director – Habitat for All Initiative – idea is to create housing that incorporates environmental concerns; Incorporate inclusionary zoning into cluster development; identify natural resources on a developable site first and then identify buildable areas; Planning Dept. to get more feedback from community on what cluster development should look like – more open space, but a greater number of units? Smaller unit sizes?
  - Judy asked for definition - an inclusionary zoning law would specify that a certain % of newly constructed units be deed restricted to a certain level of affordability
  - Bernice asked about process- 3A coming to Town Meeting in 2024; Habitat for All in 2025

## II. Regular Business

- **Minutes of July 21, 2023** – Janet moved to approve the minutes of the July 21<sup>st</sup> ACHC meeting and Judy seconded – Lara took a roll call vote and the motion passed unanimously.

- **Monthly Financial Reports for 6/30/23, 7/31/23, 8/31/23**

Dan reported the following:

- Total ACHC assets as of 8/31/23 –\$64,857.06 (\$59,020.05 available for expenditures minus \$5,931.52 CD)
- Funds available:
  - Savings & Checking - \$64,951.57
  - Gift funds - \$234,126.22
  - CPA funds - \$325,000
  - \$200K committed to MacManus Manor, so total available for expenditures - \$418,146.27
- Dan listed the major transactions that took place over the last 3 months
  - 200K of CPA funds in May
  - \$1,400 refund in June for audit
  - \$225 emergency repair grant in June
  - \$1,175 emergency repair grant in July
- Janet and Dan affirmed that they have both reviewed the monthly financial statements.
- Judy moved to accept financial report and Bernice seconded – roll call vote was taken and the motion passed unanimously.

- **Regional Housing Services Offices Update** –
  - Rehab Trust Feasibility – RHSO prepared a feasibility study regarding the establishment of a Rehab Trust – it is the result of research of the market, available condo, repair costs, staffing costs, etc. Janet sent the narrative report and spreadsheet that lays out the expenses to the ACHC today and a discussion will be on the agenda of the next ACHC meeting
  - Parker Street – Parker Street Apartments is still working on its LIP application. Kristen Guichard, Acton’s Planning Director, and Lara Plaskon from RHSO went for a tour of Parker Street apartments. Following the visit, the Town/RHSO are following up with Parker Street to ensure they are in compliance with the State Sanitary Code.
- **Chair Update** –
  - 8/1 – ZBA had a hearing about Powder Mill Apartments – some small changes to design were made; Janet prepared a support memo and submitted it to the ZBA and spoke at the ZBA meeting; ZBA approved modifications and the project will be moving ahead; Developer talking to the Water District about fees
  - Small 40B in West Acton has resurfaced with a new developer – Janet meeting with them soon
  - South Acton group, including Janet and Bob, has been meeting to work on a plan to meet requirements of MBTA Communities Law – group is considering locations and types of developments that would work best
- **Member Updates**
  - Bob – would like ACHC to consider advocating for a real estate transfer tax in Acton as a way to gain additional resources for affordable housing. Other towns in MA have enacted this; Senator Eldridge is supportive; Janet proposed discussing at a future meeting after members have time to do some advance reading

### III. **New Business**

- **Capital Assistance Request for water heater replacement** – ratification of between meetings payment
  - Bernice moved to ratify the grant of \$1,175 and Dan seconded – Lara took a roll call vote and the motion passed unanimously.
- **Capital Assistance Request** – discussion and decision
  - Lara presented the application – Judy moved to approve a grant of \$4,105 and Bob seconded –motion passed with four affirmative votes, and a no vote from Dan

### IV. **Old Business**

- **None**

V. **Future Agenda Items**

- **FY24 CPA Plan Application**
- **Proposed guidelines for ACHC grants to affordable housing: discussion of draft**

Bob moved to adjourn the meeting at 5:08pm and Janet seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on Tuesday, October 10, 2023 at 4pm via Zoom.

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

Agenda, September 12, 2023

Financial Reports through 6/30/23, 7/31/23, 8/31/23 including bank account and housing gift funds

Draft Minutes from 7/21/23 ACHC meeting

Capital Assistance Request 7/18/23

Capital Assistance Request 8/2/23

Thank you letter from Habitat for Humanity, 7/11/23

ACHC letter of support for Powder Mill Apartment Comprehensive Permit