

**ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
December 12, 2023, at 3:00 pm
VIRTUAL MEETING**

Present: Bernice Baran, Peter Berry, Nancy Kolb, Sahana Purohit, and Melissa Wingfield
Also Present: Kelley Cronin
Attending: James Griffin, Lisa Franklin

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.

- I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with all Board members being present.
- II. Board members gave updates.
- III. New Business

Mr. Griffin reviewed the 2024 budget. Whittlesey Village and LIP units have project and tenant-based vouchers so the income for those programs have gone up. Although the State increased funding for public housing this year the increase has been absorbed by a 36% increase in property insurance and a 12% increase in health insurance. Mr. Griffin explained that the State budget is formulaic and there is not a lot of room to change line items from year to year beyond what the State allows in their annual budget guidelines. The Board reviewed and discussed the budget and certifications for 2024. Ms. Kolb made a motion, which was seconded by Ms. Purohit to;

That the operating budget for State-Aided Housing Program 400-1 for fiscal year ending 12/31/2024 showing total revenue of \$641,500 and Total Expenses of \$1,237,254 thereby requesting a subsidy of \$636,779 and further that the Executive Directors total annual salary of \$108,973 for fiscal year ending 12/31/2024 be submitted to EOHL.

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.

Mr. Berry made a motion, which was seconded by Ms. Baran to;

That the operating budget for State-Aided Housing Program 689-1 for fiscal year ending 12/31/2024 showing total revenue of \$40,920 and Total Expenses of \$35,532 thereby requesting a subsidy of \$0 be submitted to EOHL.

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. Wingfield made a motion, which was seconded by Mr. Berry to;

That the operating budget for State-Aided Housing Program MRVP/AHVP for fiscal year ending 12/31/2024 showing total revenue of \$9,600 and Total Expenses of \$209,329 thereby requesting a subsidy of \$200,000 be submitted to EOHL.

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 let the Board know she would follow up with EOHL about the Board training.
The Board discussed Ms. Cronin’s contract as Executive Director. Mr. Berry made a motion, which was seconded by Ms. Baran to;

Authorize the Chair to sign the employment contract with Ms. Cronin as written.

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.

The Board discussed retaining KP Law to advise the Housing Authority on legal matters as needed.
Mr. Berry made a motion, which was seconded by Ms. Baran to;

Authorize the Executive Director to sign the retainer agreement as written.

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. The Board gave the Town Committee updates.
- V. The Board reviewed the November October voucher. Ms. Baran made a motion, which was seconded by Ms. Wingfield and unanimously voted in the affirmative to:

Approve the October voucher with a total expenditure of \$506,735.57 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, hearing, none asked for a motion to adjourn and move into Executive Session. Ms. Wingfield made a motion, which was seconded by Ms. Purohit to;

Adjourn the meeting at 4:22 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

Kelley A. Cronin
Executive Director

Documents and Exhibits Used During the December 12th meeting:

Minutes of the November 28, 2023, meeting, 2024 Budget, 2024 Budget Certifications, Executive Director Contract and Salary Calculation Worksheet, KP Law Retainage Letter, EOHLCLC PHN 2023-21 Insurance Notice, Board Member Mandatory Training Notice, November Voucher