

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
January 9, 2024, at 3:00 pm  
VIRTUAL MEETING

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

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.

- I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with all Board members being present.
- II. 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 December 12, 2023, meeting.***

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 discussed the upcoming CPC meeting and Ms. Purohit gave a Select Board meeting update. Ms. Cronin gave an update on the Windsor Green fire alarm system and Jennifer path roof and window projects.
- IV. New Business

Ms. Cronin discussed her retirement in June. The Board thanked her for her work and reviewed the consulting contract with MassNAHRO to assist with the Executive Director search. Ms. Purohit made a motion, which was seconded by Ms. Baran to;

***Approve the service agreement with MassNAHRO for the Executive Director search for \$5,000.***

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 reviewed the part-time development position and job posting. Ms. Baran made a motion, which was seconded by Mr. Berry to;

***Approve the creation of a part-time development position and job posting 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.

Ms. Cronin reviewed PHN on CHAMP and Fair Housing Criteria. The AHA updated the Fair Housing Policy a couple of years ago to implement and to determine the placement rate. The AHA has surpassed the placement rate for all the units owned and the Section 8 Housing Choice Voucher program, but not the AHVP program. Ms. Cronin let the Board know that EOHLC has requested an official vote on placement rates. The Board is going to review this again at a later meeting.

Ms. Cronin let the Board know that the Federal Department of Housing and Urban Development (HUD) had issued some updated policies that were included in the Board packets. The Housing Opportunity Through Modernization Act of 2016 (HOTMA) eliminated the Earned Income Disallowance, (EID), pursuant to PIH 2023-27. The EID will not apply to any family who is not eligible for and already participating in the disallowance as of December 31, 2023. Mr. Berry made a motion, which was seconded by Ms. Purohit to;

***Approve the updated policy implementing the elimination of the Earned Income Disallowance as required by HUD.***

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 also discussed the new HUD rule for inspections (NSPIRE) and requested to approve the implementation in October of 2024 and to continue the existing inspection program as allowed by HUD. Ms. Wingfield made a motion, which was seconded by Mr. Berry to;

***Approve the extension of the existing inspection forms for the Housing Choice Voucher Program until October of 2024.***

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 Resident Advisory Board which was appointed in 2021. Ms. Cronin asked if the Board would like to open the committee to other residents and the board agreed.

I. Old Business

Ms. Cronin updated the Board on the MassWorks project and reviewed the addenda in the bid package related to McManus Manor site work. Ms. Cronin discussed using CEDAC or CPA money to cover the costs of the work on the McManus site if the MassWorks grant does not cover the cost. Ms. Cronin discussed MassNAHRO's work on the Housing Bond Bill.

II. Ms. Kolb asked if there were any community members who wanted to comment. Ms. Arsenault stated she was happy to hear that Ms. Purohit was giving Select Board updates and told Ms. Cronin she was sorry to hear that she was retiring. Ms. Kolb thanked Ms. Arsenault and asked if there were any more comments, hearing none, Ms. Kolb made a motion, which was seconded by Mr. Berry to;

***Adjourn the meeting at 4:31 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 **January 9<sup>th</sup>** meeting:

Minutes of the December 12, 2023, meeting, MassNAHRO Executive Director recruiting proposal, Part-Time Development Coordinator Job Description and Job Posting, AHA Fair Housing and Marketing Plan, EOHLC PHN 2021-14 Regarding Placement Rates, LHA Demographics, EOHLC Census Data for Acton, HUD NSPIRE policy, Memo Regarding HUD Earned Income Disallowance Policy, Change Order for Jennifer Path