

**ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
October 29, 2024, at 3:00p.m.
VIRTUAL MEETING**

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

Ms. Kolb called the meeting to order at 3:05 p.m. 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. At the start of the meeting Mr. Berry was not yet in attendance.
- II. Approval of September 24, 2024, minutes

Ms. Kolb requested a motion to approve the minutes of the September 24, 2024, Board meeting. A motion was made by Ms. Baran and seconded by Ms. Wingfield to:

Approve the minutes of the September 24, 2024, Board Meeting.

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

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Sahana Purohit: Aye

The motion was approved.

- III. Board Updates

Ms. Kolb shared that she intended to meet with Ms. Amanda Eldridge of the Acton Housing Authority next week to interview her for an article with the Acton Exchange.

There was a general discussion about a special town meeting to be held in November.

As part of the Executive Director update, Ms. Bible gave an overview of the work that the Housing Authority had completed in the last 30 days. Examples included work orders, income changes, new leases, redeterminations, referrals, grants, and clinics.

Additionally, Ms. Bible discussed the work that had been done and planned in response to tenant feedback at McCarthy Village at the last meeting. This work included sealing exposed wood in preparation for winter, and additional office presence at the development.

- IV. New Business

A. Payment Standard and Utility Allowance

Ms. Bible provided documentation of the Payment Standard and Utility Allowance for the HUD Section 8 program. Ms. Bible informed the Board that the Boston Housing Authority, which was in the same catchment area as us, had appealed the Fair Market Rent as provided by HUD. Therefore,

the current Fair Market rent was frozen while in appeal. However, Ms. Bible requested that the new Utility allowances be approved. Ms. Baran made a motion that was seconded by Ms. Wingfield to:

Approve the amended Section 8 Housing Choice Voucher Payment Standard and Utility allowance effective January 1, 2025.

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

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Sahana Purohit: Aye

The motion was approved.

B.CPC Application

Ms. Bible informed that Board that she was working on two separate CPC grants. The first and primary was for window replacement at McCarthy Village. This total application would total \$242,560.00.

Separately, Ms. Bible informed the Board that she had applied for consideration of a Kaboom Playground grant and had the initial online meeting. This is a competitive grant that is meant to provide equitable access to playgrounds for families. Revere Housing Authority recently was approved, received, and gave wonderful reviews. The out-of-pocket cost to grant recipients is \$8,500 and the cost for having the site construction ready. In meeting with the town to review sites, the town suggested applying for CPC funding for this project. Ms. Kolb made a motion that was seconded by Ms. Baran to:

Approve a CPC application in an amount of Up to \$50,000.00 contingent on approval of the Kaboom playground grant, with acknowledgement that a window project at McCarthy Village is the priority.

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

Nancy Kolb: Aye
Bernice Baran: Aye
Melissa Wingfield: Aye
Sahana Purohit: Aye

The motion was approved.

A motion was made by Ms. Wingfield and seconded by Ms. Purohit to:

Approve a primary CPC grant in the amount of \$242,560 for the window replacement project at McCarthy Village.

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

Nancy Kolb: Aye
Bernice Baran: Aye
Melissa Wingfield: Aye
Sahana Purohit: Aye

The motion was approved.

C. Quarterly Financials and Budget Revisions.

Ms. Bible presented to the Board the Quarterly Financials and Budget revisions that need a vote. The Budget revisions were based on staffing changes including the part time hiring of Ms. Cronin, the new

Executive Director contract for Ms. Bible, the new Assistant Director, and increased hours for the Resident Services Coordinator.

Financials continued to show outstanding balances in rents owed from tenants, however an improved collection rate.

It was requested that this be moved to later in the meeting with the hopes that Mr. Berry would be present.

D. Capital Improvement Plan

Ms. Bible reminded the Board that we had held at the previous meeting a Public Hearing regarding the Capital Improvement Plan. Based on tenant feedback, Ms. Bible requested that we accept the Capital Improvement Plan as provided. Ms. Baran made a motion that was seconded by Ms. Purohit to:

Approve the 2025 EOHLG Capital Improvement Plan.

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

Nancy Kolb: Aye

Bernice Baran: Aye

Melissa Wingfield: Aye

Sahana Purohit: Aye

The motion was approved.

At approximately 3:50 Mr. Berry entered the meeting,

E. Automatic Door project Fish Number #002100

The Acton Housing Authority was requesting approval of a Low Bidder of Suburban Glass for the Automatic Door project at Windsor Village in the amount of \$37,632. Ms. Wingfield made a motion that was seconded by Ms. Purohit to:

Approve Suburban Glass as the low bidder for project #002100 in the amount of \$37,632.

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

Nancy Kolb: Aye

Melissa Wingfield: Aye

Bernice Baran: Aye

Sahana Purohit: Aye

Peter Berry: Aye

The motion was approved.

With Mr. Berry in attendance the discussion went back to Quarterly Financials. There was discussion of the Budget revisions that were needed based on staffing changes. There was discussion to fill Mr. Berry in on the previous discussion about Tenant Account Receivables.

Mr. Berry made a motion that was seconded by Ms. Wingfield to:

Approve the Quarterly Financials as provided.

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

Nancy Kolb: Aye

Melissa Wingfield: Aye
Bernice Baran: Aye
Sahana Purohit: Aye
Peter Berry: Aye
The motion was approved.

Mr. Berry made a motion that was seconded by Ms. Purohit to:
Approve the Budget Revisions for 2024 as provided.

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

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Sahana Purohit: Aye
Peter Berry: Aye

The motion was approved.

F. McManus Manor

Ms. Cronin gave an update on the status of McManus Manor. Unofficial closing meetings are already occurring. The state has provided 1.6 million in ARPA money to close the funding gap due to delays in construction and has increased the amount of tax credits that we are receiving. We may see a Public Notice that is a requirement for the Regulatory review due to Section 8 and AHVP units in the development. Ms. Cronin asked for flexibility in the scheduling of December Board meetings that may be needed due to anticipated closing dates and votes.

With the anticipated timeline approaching, Ms. Cronin was asking for two budget votes. The first is a change in the design contract that was necessary due to budget revisions. A motion was made by Ms. Baran and seconded by Mr. Berry to:

Approve Designer services invoicing in the amount of \$45,750 to Delphi for pre-construction services.

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

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Sahana Purohit: Aye
Peter Berry: Aye

The motion was approved.

Due to the lengthy process of getting access to equipment there has been a request to order equipment now so that it is ready for work immediately after closing. There is a request to amend Winslow Architects’ contracts for additional services to prepare for construction. Mr. Berry made a motion that was seconded by Ms. Wingfield to:

Approve an amendment to the contract of Winslow Services in the amount of \$97,651.

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

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Sahana Purohit: Aye
Peter Berry: Aye

The motion was approved.

G, Solar Panels

The information regarding solar panels for McManus Manor is not yet available for vote. Since the building will all be electrical utility services, having solar panels will be helpful in reducing costs.

V. Old Business

A. McManus Manor

There was no additional discussion.

B. Community Preservation Committee

Mr. Berry discussed that applications are due November 12th, and an initial meeting had been held for applicants that anticipate applying for grants of more than \$300,000.

Ms. Bible reviewed with Mr. Berry the previous discussion about two separate CPC grants and the work that has been done. Mr. Berry acknowledged having received the initial CPC grant from Acton Housing Authority for review.

There was no additional discussion.

An anticipated meeting schedule for the remainder of 2024 and into 2025 was provided for the board.

VI. No voucher payments were available for discussion and vote.

VII. Public Comment

Mr. Bergart wanted the Board to be aware of the town and neighbor previous concerns about solar panel and battery storage. Previously, neighbors for other projects have brought up their concerns about battery storage on site. He wants the Housing Authority to be aware in the case that this is a concern for our project as well.

Hearing no other comments, Ms. Wingfield made a motion, which was seconded by Ms. Purohit and unanimously voted in the affirmative to:

Adjourn the meeting at 4:45 p.m.

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

Nancy Kolb: Aye

Bernice Baran: Aye

Peter Berry: Aye

Melissa Wingfield: Aye

Sahna Purohit: Aye

The motion was approved.

Respectfully submitted,
Melissa Bible
Executive Director

Documents and Exhibits Used During the **October 24th meeting** include Payment Standard and Utility charts for 2025, McCarthy Village CPC application, 2025 Capital Plan, Automatic Door project 002100, Winslow and Delphi accounting adjustments, 2024-2025 anticipated schedules.