

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes, Tuesday, May 13, 2025 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on May 13, 2025 at 7:00 pm via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bob Van Meter, Bernice Baran, Judy Hodge and associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting. In the absence of off-board Clerk Lara Plaskon, Janet took minutes.

Audience:

Fran Arsenault, Select Board liaison to ACHC

Janet Adachi, Chair, called the meeting to order at 7:00 pm. Janet read the updated meeting notice for the virtual meeting, including guidelines for public participation in the meeting.

**I. Regular Business**

• **Financial Report**

Dan summarized the financial report through April 30, 2025.

- Dan reiterated that ACHC will receive some reimbursement for funds it has paid toward the consultant fees for the 2025 HPP update. The three 10-month CDS have rolled over, will mature in October. The escrow account is growing; some discussion of whether the account still is necessary, given that its purpose was to secure the obligations of developer Common Ground regarding the Old High School project, now long-finished and long-occupied.
- Dan and Janet both affirmed that they reviewed the bank statements.
- Dan moved to approve the financial report and Bob seconded. Roll call vote, motion passed unanimously.

• **Regional Housing Services Offices Update**

Janet reported that the Powder Mill Apartments developer recently sought landscaping changes that the Town Planning Director considers de minimis.

• **Chair Update**

None

• **Member Updates**

- Bernice reported on the May 5 groundbreaking for McManus Manor.

**II. New Business**

• Appointment with Carolyn Read, Executive Director, Habitat for All-North Central MA, re 416 Great Road project.

- Two requests from Habitat: ACHC letter-endorsement to accompany the Habitat grant application to the MA Underutilized Properties Program; and

ACHC grant

- Carolyn provided an update about the proposed multi-family unit project at 416 Great Road. The plan for the existing house is for 3 owned residential units, 2 1-BR and 1 2-BR, as well as a small office, the latter which is required by the Business District zoning for a build-by-right project. The building envelope of the will not change; the wood is in pretty good shape (the property is historic so the Historic Commission will be voting on the project soon), as is the roof. The interior needs work. The project will be in 2 phases. The second phase is the barn, which could be a separate, larger unit but Habitat still is working on the septic/wastewater issue.
- Work should start in September and will include students from Minuteman Regional Vocational Technical High School. Family selection also in the fall. 6/2026 probably is the earliest that the project could be completed.
- The pro forma numbers are best estimates, such as the Water District water-use charge (the property already has a water connection) and the potential impact of tariffs. Habitat will hold the mortgage for 30 years so there are no proceeds in the pro forma.
- Pricing will be around 217K for each of the 2 one-bedroom units, and 237K for the 2-bedroom unit, with 1 unit to be accessible.
- Habitat is preparing to apply for a permit and will apply this week for funding from the state's new Underutilized Properties Program (UPP); should hear from UPP in August-September, though state grants sometimes are delayed. Habitat also will apply to the Federal Home Loan Bank, and seek around \$70K in Community Preservation Act funds.
- The request to ACHC is for \$60K, which Habitat will need in September. Habitat also requests that ACHC provide an endorsement letter to accompany the UPP application.
- Moved and seconded to approve the Habitat request for \$60K in funding, and to provide an endorsement letter. Motion passed almost unanimously, with one member dissenting.
- 2025 Annual Town Meeting: post-ATM discussion
  - Bob was pleased with the outcome of the Article 31 proposal.
- 2025 Housing Production Plan: status update
  - Janet repeated the gist of her earlier email update to the committee, reporting that the Select Board and Planning Board met jointly last night to discuss and potentially vote on the proposed updated HPP. Members of both boards agreed to delay voting to allow another week for public comment on the plan. The boards will hold another joint meeting on Monday, 5/19 and presumably will vote on the 2025 HPP at that time. Janet will attend that meeting and provide supporting remarks on behalf of ACHC.
- ACHC officers for 2025-2026 year: election at June meeting
  - Janet said she assumes that the current officers will continue to serve in the

coming year, though she would be open to having someone else serve as chairman.

**III. Old Business**

None

**IV. Future Agenda Items**

None

Judy moved to adjourn the meeting at 8:50 pm and Bernice seconded. Roll call vote, motion passed unanimously.

The next ACHC meeting will be on Tuesday, June 10, 2025 at 7:00 pm via Zoom.

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

Agenda 5/13/2025

Bank & Housing Funds reports through 4/30/2025

416 Great Road Habitat for Humanity project: 5/8/2025 request for ACHC grant

HPP 2025 update: 4/25/2025 draft & public comments