

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes, Tuesday, September 9, 2025 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held September 9, 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.

Janet recorded the minutes.

Audience: Emi Azar, Council on Aging liaison to ACHC; Regina; and an individual participating via telephone.

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**

- **Minutes** –

Bernice moved to approve the draft minutes for the regular monthly July 8 meeting and the special August 27 meeting, which both were public; Bob seconded. Roll call vote, motion passed unanimously.

Janet noted that the draft and final minutes for the executive sessions on July 16 and July 23 about 3 West Road will remain confidential for the time being, until after the seller sells the property. Members should send minor minutes revisions to Janet but if members have substantial changes or otherwise need to discuss the draft minutes, Janet will have to schedule an executive session for that purpose.

- **Financial Report**

Dan summarized the financial reports through July 31 and August 31, 2025.

- The 2024-2025 audit is underway and going well.
- The long-awaited reimbursement should be forthcoming from the Town for the funds that ACHC fronted for the initial expenses of the 2025 Housing Production Plan update.
- Dan and Janet both affirmed that they reviewed the bank statements.
- Judy moved to approve the July and August financial reports and Bob seconded. Roll call vote, motion passed unanimously.

- **Regional Housing Services Offices Update**

Janet reported the following from 8/6 & 9/2 RHSO update meetings:

- 3 West Rd: Recently listed for 350K. As noted previously, the draft minutes for ACHC's executive session in July will remain confidential and non-public until the sale transaction is concluded.
  - The RHSO is looking into creating a regional program with regional grants for RHSO communities to draw on for affordable-housing purposes.
  - Powder Mill Apts: Recent lottery announcement, marketing plan reviewed/approved. Town will work on news promotion.
  - MBTA Communities law adoption follow-up: Research on economic feasibility of Acton's having minimum percentage for affordable units that is greater than 10%. In August, the Metropolitan Area Planning Commission provided preliminary findings to Planning Department indicating that going over 10% can be feasible for affordable housing @ 80% AMI but not at lower AMI such as 65%. There's also a need to differentiate between owned and rented affordables, and in the case of rentals to consider the possible effect of voucher-usage. The plan is for MAPC to make a joint presentation to the Planning Board, Select Board, ACHC next month, after which MAPC will flesh out the analysis with whatever course the 3 boards indicate that the Town should follow.
- **Chair Update**

Last night's Select Board meeting:

    - Janet will defer to Bob to talk about the transfer-fee legislation that ACHC endorsed at its 8/27 special meeting.
    - Town Assessor provided update about property tax exemptions, including 2023 MA law giving municipalities the option of adopting a tax exemption for owners of affordable rental units meeting certain requirements. The purpose of the law is to provide incentives for landlords of affordable rentals to keep the rents affordable. Not much interest among MA communities in adopting the option, perhaps because implementing the one-paragraph law involves a lot of complex issues. Janet will try to better understand the practical impact of the law and perhaps add the topic to a future agenda.
  - **Member Reports**
    - Bob reported that he had submitted a statement on behalf of ACHC to the Select Board, and also addressed the Select Board last night, sharing ACHC's endorsement of the proposed legislation that would give municipalities the option of adopting and collecting a local transfer fee on local real estate sales fund affordable to generate funds for affordable housing purposes. Bob also shared the results of Planning Dept research about what the impact might have been if a transfer-fee provision for a 0.5% fee on real estate sales proceeds in excess of 1M had been in effect in Acton in 2024. In 2024, Acton had around 90 real estate sales greater than 1M that would have generated a collective 570K in transfer fees.

The Select Board voted unanimously to support the proposed legislation and sent its letter to Beacon Hill today. A couple of audience comments criticized the transfer fee as just another tax. Bob also will send an endorsement letter on behalf of ACHC to the MA Legislature. Bernice suggested a letter from ACHC, thanking the Select Board for its support.

- Future agenda item: Bob would like to do a webinar, co-sponsored by ACHC and other committees, about the law on accessory dwelling units. Judy's husband, an architect, has been sharing designs and other ideas. Bob will put together a summary to share at the ACHC's October meeting.

## II. **New Business**

- **7:00 pm Appointment: McManus Manor update**  
Kelley Cronin, retired Acton Housing Authority Executive Director and Nancy Kolb, Chairman, Acton Housing Authority Board, provided an update about the McManus Manor project. They thanked the ACHC for its continual financial and other support, and also expressed appreciation for Housing for All, the community group that has been a strong advocate for the project from the start.
  - The project comprises 41 living units, with 7 units set aside for individuals with disabilities and 6 units set aside for MA Department of Developmental Services clients (it remains to be seen how many of the 7 set-aside units will go to DDS clients). The project is low-carbon, all-electric with solar panels. The hope is that the building will be completed next June and tenants will move in in July.
  - There are weekly construction meetings. Project investors are among the attendees.
  - Sitework is almost done. Early sitework revealed that the landscaping business had buried trash on the site, which necessitated soil-testing and removal/replacement of some soil. Ledge was another challenge that increased expenses that the budget set-aside fortunately has covered.
  - The building exterior will be white-ish grey with a bit of red.
  - Tenant-selection will be via lottery, except for the DDS units for which tenant-selection will be by DDS referral.
  - The Town sewerage project should be done in December. An equipment issue caused some delay. Installation started at the McManus Manor site rather than at the Kelley's Corner end; the pipe will pass under Route 2.
  - Q&A:
    - What happens if the project isn't finished on time? There is a penalty for the contractor who also has the deadline in its contract.

-What is the status of the dog park and senior park? The senior park is on hold due to other recreation priorities, though the Council on Aging is pushing for the senior park.

- Capital assistance policy  
Janet included this item as a reminder because of the capital request that is next on agenda but didn't expect that the committee would discuss or decide possible policy changes tonight.
- Capital assistance request: roofing replacement.
  - Dan noted that this is the 4<sup>th</sup> request from this owner, who to date has received a collective \$2,650 in ACHC grants, with \$2,350 remaining of the lifetime allowance under ACHC's current policy. He pulled the assessor's card for the property and saw that the owner had added insulation in the ceiling 4 years ago, which one wouldn't do if there were a leak. With only 40K remaining on first mortgage and 160K in equity, the owner should borrow on the equity to cover capital improvements.
  - Bob moved to approve a grant of 2,350, Bernice seconded. Roll-call vote, motion approved unanimously.
- Treasurer's proposal for 7-day delay before ACHC approval of any spending request exceeding \$10K:
  - Dan mentioned the instance when a developer came to ACHC with a purportedly urgent request for a six-figure sum and very short deadline of just a couple of days that left ACHC with no time for careful consideration of the request.
  - Dan provided this language: *In order to ensure that Acton Community Housing Corporation has adequate time to review and consider the need for significant expenditures of funds, any vote on any request for expenditures of ten thousand dollars or more will be made at least seven days after such request is presented and discussed at any scheduled meeting of the Acton Community Housing Corporation.*
  - Bob moved to approve the proposed delay, Bernice seconded. Roll-call vote, motion approved unanimously.
- 2025-2026 ACHC year: Discussion of potential activities (such as gathering data about owned affordable units and deed restrictions, developing process for avoiding loss of poorly maintained owned units, updating criteria for existing ACHC programs or creating new programs).

- Janet noted that aside from 3 West Road, there are 16 other single-family, owned affordable homes with older deeds that provide for the release of the units to market if there is no eligible purchaser and the Town doesn't wish to purchase to preserve deed restriction. Perhaps ACHC could
  - look into condition of units, try to communicate with owners (though some owners might not want such contact).
  - organize information sessions about maintenance, funding sources, etc.
  - invite RHSO to present about the information it maintains, whether additional information would be helpful, the challenges of tracking such units and trying to prevent their deterioration, especially during a lengthy ownership, etc.
- Dan suggested having the new RHSO Executive Director (and former Acton Planning Director) attend ACHC meetings once every quarter, and, among other things, provide information about what other RHSO member-towns are doing.
- Bernice noted the need to recruit ACHC members, and asked if ACHC should publicize via the new online Acton newspaper, The Acton Exchange. Bernice will confer with the Editor in Chief.

### III. **Old Business**

None.

### IV. **Future Agenda Items**

Bob summary of ADU webinar.

Judy moved to adjourn the meeting at 8:30 pm and Bob seconded. Roll call vote, motion passed unanimously.

The next regular ACHC meeting will be on Tuesday, October 14, 2025, 7:00 pm (via Zoom or in Room 126).

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

Agenda 9/9/2025

Draft Minutes, July 8, 2025 & August 27, 2025

Bank & Housing Funds reports through 7/31/2025 & 8/31/2025

McManus Manor update:  
-Schedule, 2023-2026

- Schedule, abbreviated, 2024-2026
- Funding sources as of 7/20/2025
- Image, finished project in 2026

Capital assistance request (homeowner identifying information redacted): roofing replacement