

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES

July 29th, 2025, at 3:00 p.m.  
VIRTUAL MEETING

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

Ms. Kolb called the meeting to order at 3:05 p.m. with no Board members in physical attendance and broadcast via Zoom virtual meeting platform.

I. Chair Explains the Rules

Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance.

II. New Business

A. Solar Credit Agreement

Ms. Cronin discussed the need for consultation for our Solar Credit Tax Agreement. As part of the condition of construction, the Housing Authority agreed to apply for Solar Tax Credits. These credits will go to the project and not to the Housing Authority. The Housing Authority consulted with Power Options, our state approved utility vendor, who recommended Leyton for assisting with the application for these tax credits. The cost for Leyton is \$10,000 or 1% of the solar credits, whichever is less. Ms. Cronin is looking for a Board vote authorizing Ms. Bible to sign the agreement with Leyton. A motion was made by Ms. Purohit and seconded by Ms. Baran to:

***Approve the Solar Application Agreement with Leyton as proposed.***

Bernice Baran: Aye

Sahana Purohit: Aye

Nancy Kolb: Aye.

The motion was approved.

B. Vote of Substantial Completion for ADA Door Openers at Windsor Green Fish #002100

Ms. Bible discussed that the ADA Automatic Doors had been completed. Very happy with the service and how quickly it was completed. Ms. Bible is looking for a Board Vote authorizing payment for Final Completion. A motion was made by Ms. Baran and seconded by Ms. Purohit:

***Approve the Final Completion of the Automatic Door Openers at Windsor Village #002100 in the amount of \$1881.60.***

Bernice Baran: Aye

Sahana Purohit: Aye

Nancy Kolb: Aye.

The motion was approved.

C. Approval of Designer for Paint Project at McCarthy Village Fish #002109

EOHLC has completed the low bid process for the Designer of the Paint Project at McCarthy Village. The estimated low bid is under budget at \$42,592 and the proposed designer is Gwen Erskine with GCE Architecture. Ms. Bible is looking for approval of GCE as the designer. Ms. Baran made a motion that was seconded by Ms. Purohit to:

***Approve GCE Architecture as the Designer of the Paint Project at McCarthy Village # 002109.***

Bernice Baran: Aye

Sahana Purohit: Aye

Nancy Kolb: Aye.

The motion was approved.

There was no public comment.

At 3:30 PM Ms. Purohit made a motion that was seconded by Ms. Baran to Adjourn.

Bernice Baran: Aye

Sahana Purohit: Aye

Nancy Kolb: Aye.

The motion was approved.

Respectfully submitted,

Melissa Bible

Executive Director

Documents and Exhibits Used During the meeting include: Copy of Information Brochure for Leyton and proposed contract, Documentation of Final Approval for ADA Door Openers, Approval of GCE Architecture for the Paint Project at McCarthy Village