

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVENUE, ACTON MA 01720  
MINUTES  
NOVEMBER 29, 2016

Present: Bernice Baran, Ryan Bettez, Nancy Kolb, Ken Sghia-Hughes and Robert Whittlesey  
Also Present: Kelley Cronin  
Attending: Fran Osman

Mr. Whittlesey called the meeting to order at 4:00 p.m. and explained the rules of the meeting.

1. The Board reviewed the minutes of the previous meeting. Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve the minutes of the October 25, 2016 meeting.***

2. Mr. Whittlesey welcomed Howard Gordon, fee accountant for the Acton Housing Authority (AHA), to the meeting. Mr. Gordon reviewed the proposed budget for 2017 which had previously been sent to the Board for review. Mr. Gordon discussed the Department of Housing and Community Developments' (DHCD) budget guidelines for 2017 which allow for a 3% cost of living increase, provide an additional \$200/unit for maintenance items but no other budget increases. Ms. Cronin had discussed the \$200/unit at the previous meeting and proposed using the money to replace appliances which are between 15-30 years old. Ms. Cronin let the Board know that Mr. Bettez had suggested another energy audit and Ms. Cronin had arranged one through Action for Boston Community Development (ABCD) which is responsible for the Mass Saves, Low-Income Energy Retrofit programs for Acton. Ms. Cronin reported they are the agency that paid for the heat replacement at Windsor and attic insulation. She is hopeful that they will approve some appliance replacements and they are looking at all the units again in December.

Mr. Gordon reported that the Section 8 budget is based on estimated funding since the administrative fees have not been finalized from the Department of Housing and Urban Development (HUD). He reported that the rents had increased at Whittlesey Village and the Local Units due to Ms. Cronin getting approval to increase the rents from the monitoring agencies. The tenant's portion of the rent is not increasing, they still pay 30% of their income for rent/utilities. The revenue from these programs are helping to stabilize the administrative and maintenance capacity at the AHA. Mr. Gordon also reported that the State program has some healthy reserves now as well. The Board inquired about the increase in utility costs. Ms. Cronin said that the family units that had been vacant and waiting for modernization funding were back on line and she thought that contributed to the utility increases. Ms. Cronin said she would look at the costs more closely and give the Board a spreadsheet comparing past years. Ms. Baran made a motion which was seconded by Ms. Kolb:

***That the proposed Operating Budget for the State-Aided Housing of the Acton Housing Authority, Program Number 400-1 for fiscal year ending December 31, 2017 showing total revenue of \$555,220 and total expenses of \$867,018 thereby requesting a subsidy of \$289,598 be submitted to the Department of Housing and Community Development for its review and approval which upon roll-call was passed by a vote of 5 to 0.***

Ms. Kolb made a motion which was seconded by Ms. Baran:

***That the proposed Operating Budget for the State-Aided Housing of the Acton Housing Authority, Program Number 689 for fiscal year ending December 31, 2017 showing total revenue of \$35,917 and***

***total expenses of \$35,741 thereby requesting a subsidy of \$0 be submitted to the Department of Housing and Community Development for its review and approval which upon roll-call was passed by a vote of 5 to 0.***

Mr. Bettez made a motion which was seconded by Ms. Kolb:

***That the proposed Operating Budget for the State-Aided Housing of the Acton Housing Authority, Program Number MRV-P for fiscal year ending December 31, 2017 showing total revenue of \$7,680 and total expenses of \$148,726 thereby requesting a subsidy of \$141,330 be submitted to the Department of Housing and Community Development for its review and approval which upon roll-call was passed by a vote of 5 to 0.***

The Board reviewed the documents and certifications and signed for submittal to DHCD.

Ms. Cronin reviewed the memo she sent the Board regarding tenant input on the capital plan. She reported that the only residents who came to the meetings or contacted her were residents who lived at Sachem Way and Windsor Avenue. Residents at both developments had requested walkway and roadway repair and repaving, window and door replacements and improved trash areas and exterior lighting. Residents at Windsor had also mentioned new walkways and paved areas around the property and sensors for water heater leaks. Ms. Cronin reminded the Board that the plan is done every year for a 3-5 year period and this year's plan has a few proposed changes from the plan submitted last year. Specifically replacing the smoke/carbon detectors, putting a dumpster area in at McCarthy Village, painting and repairing the siding at McCarthy Village. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes:

***To approve the updated Capital Plan for 2017-2019.***

Ms. Cronin reviewed the e-mail from DHCD requesting new salary certifications be submitted for fiscal year 2015. Ms. Cronin also reviewed the e-mail from the payroll company from 2015 that stated due to end of the year holidays paychecks that normally would be received in 2016 would be delayed by a few days unless paid in 2015. This was because Banks were not processing automatic payments on the Holidays. This resulted in pay that would have appeared in the 2016 payroll posting in 2015. The Board signed the salary certifications for Ms. Cronin to submit to DHCD.

3. Ms. Cronin requested an end of the year salary bonus for the staff. Three new condominium units were added over the past 18 months and the DHCD guidelines allow for a \$2,500/unit payment to staff when new units are added to the portfolio. Ms. Cronin said that since DHCD had increased the salary schedule for Executive Directors last year and she had received an increase above the cost of living that she was only recommending the money be used to pay the staff and not herself. She suggested an extra week's pay/staff person for a total of \$6,184. Mr. Bettez made a motion which was seconded by Ms. Kolb:

***Approve the extra pay to the staff in the amount of \$6,184 to come out of the Local Programs budget.***

4. Ms. Cronin reviewed the proposed payment standards and utility allowances for the Section 8 program in Acton, Boxborough, Littleton and Maynard. The AHA hires Northeastern Utility Consultants to do utility cost comparisons for the area to establish the utility allowance schedule. Mr. Bettez made a motion which was seconded by Mr. Sghia-Hughes:

***Approve the payment standards and utility allowances for Acton, Boxborough, Littleton and Maynard for calendar year 2017.***

Ms. Cronin reviewed the change order for the McManus Village modernization project #002049. There was less flooring replacement needed than in the scope for a credit of \$700 to the contract sum. Ms. Baran made a motion which was seconded by Ms. Kolb:

***Approve the change order for McManus Village modernization project #002049 decreasing the contract with L&H Construction by \$700 for a total contract cost of \$156,665.***

Ms. Cronin reviewed the change order for the Windsor Green office and community room flooring replacement project #002052. Prior to installing the flooring the contractor did moisture tests and the floor in the community room had a high moisture reading and needed a mitigation system installed increasing the contract cost by \$4,912. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes:

***Approve the change order for Windsor Green community room and office flooring replacement project #002052 increasing the contract with Capital Carpet by \$4,912 for a total contract amount of \$35,126.***

5. Ms. Cronin reviewed Public Housing Notice #2016-31 regarding the process for selecting a Board for the Regional Capital Assistance Team. The Board reviewed the list of nominees. Mr. Bettez made a motion which was seconded by Ms. Baran:

***To vote for following nominees for membership on the RCAT Board; Nancy Kolb, Richard Eifler, Scott Brightman, Denise Marcaurelle, Carol Ford, Brooks Lyman, Bartlett Harvey, Cheryl Amey and Karen Hughey.***

6. The Board decided to discuss future development at the December meeting.

Mr. Sghia-Hughes let the Board know that the AHA's Community Preservation application would be presented and reviewed at the committee meeting on December 8<sup>th</sup>. The AHA applied for \$75,000 to be used towards the cost of developing or adding new affordable housing units.

7. Ms. Baran made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

***Approve the October voucher (monthly list of accounts payable) as presented.***

8. Mr. Whittlesey made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***To adjourn the meeting.***

Respectfully submitted,

Kelley A. Cronin  
Executive Director

Attachments to the November 29, 2016 meeting:

Minutes of the October 25, 2016 meeting, 2017 Operating Budgets and Certifications, 2015 Salary Certification, E-mail from Paychex regarding end of year payroll options due to holidays, 2017-2019 Capital Plan, Memo from Ms. Cronin to Board regarding residents input to capital plan and end of the year salary increase due to increased units, 2017 Section 8 payment standards and utility allowances, Public Housing Notice #2016-31 regarding Board voting for RCAT Board, List of RCAT nominees, Change Order for McManus Village modernization project #002049, October Voucher.