

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Monday, March 19, 2018 Room 126, Acton Town Hall**

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Monday, March 19, 2018 at 7:30 PM in room 126 of the Acton Town Hall. Present and constituting a Quorum for the purpose of conducting business were regular members Nancy Tavernier, Lara Plaskon, Bob Van Meter, and Jennifer Patenaude.

Guests: None

Bob Van Meter, Vice-Chair, (filling in for Nancy Tavernier, Chair), called the meeting to order at 7:35 PM. Lara Plaskon was appointed Clerk for the meeting.

I. The Minutes from the Meeting of 2/26/18 were read and approved.

**II. Financial Report**

**Monthly Report for January and February - Balances as of 2/28/18**

- Checking balance - \$2,115.26
  - 2 transactions - a check for 446 Mass Ave. pre-development funds for \$2,531.98; payment of \$212.45 to upgrade Quickbooks
- Savings balance - \$228,010.18
  - 2 deposits - \$5,050 and interest income

Jennifer reviewed the monthly statements and reported the balances above. ACHC voted to accept the financial report.

**III. Updates**

**Regional Housing Services Office (RHSO) –**

- RHSO staff is working to integrate the Town of Wayland into the RHSO.
- Lara reported that a few affordable homeowners who usually return their self-declarations still haven't done so. She will follow up.

**Info Session for 446 Mass Ave –** 3 abutters attended – all were supportive.

**IV. Developments**

**Current developments**

- 446 Mass Ave – Selectman will send in comments to DHCD this week; Developer will then get site eligibility letter from DHCD, and they hope to get a Comp Permit in time to be eligible for the next round of DHCD funding.
- 146 Prospect Street – Nancy went to a site visit with the developer and DHCD today. DHCD views the project very favorably.

- Martin St. lottery agent held info session, good turnout. Lots of requests for applications. Deadline on April 11.

### **Previously Discussed Proposed Developments**

- 184 Main Street – Nothing really new – developer still pursuing the updated proposal that has reduced massing.
- Powder Mill Place – No update – still moving along slowly.
- Piper Lane – No update.

**New Development Proposals** – Potential property on Central Street – very few details yet

### **V. Old Business**

**Community Initiative pilot program update** – There was a second meeting of the group a couple of weeks ago – Bob & Nancy attended. Bob agreed to do a memo re: housing issues in the Town Meeting warrant so that the members of the group are prepared to vote and potentially speak about housing issues at Town Meeting. Dana LeWinter was hired by CHAPA to be the full-time staff person for this initiative and will attend the next meeting of the group. Next meeting will be May 2<sup>nd</sup>.

### **VI. New Business**

**Habitat for Humanity grant request for 43-45 School St.** – Habitat has requested \$60,000 – ACHC voted to award these funds. Bob recused himself from vote because he has been involved in the project.

**Capital improvement request – mold remediation at 8 High Street** – ACHC voted to approve \$1,755.48 so the affordable homeowners at 8 High St. can make necessary repairs.

**Housing and Economic Development Implementation program – consultant selection** – Judi Barrett and Jennifer Goldson were selected. ACHC will contribute \$18,750 for this effort.

**Tax Exempt Status Update** – Nancy believes that ACHC's tax exempt status may soon be revoked by the IRS due to a paperwork issue. She will get in touch with the lawyer who initially helped ACHC get their tax exempt status to get advice on how to deal with the situation.

The meeting was adjourned at 8:10pm. **The next ACHC meeting will be on April 30, 2018**

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

Agenda, March 19, 2018

Minutes from February 26, 2018

Invoice from Common Ground for pre-development funds

Chart of 40B's in the pipeline for 2018

Letter to BOS from Nancy re: Approval of Grant to Habitat for Humanity for construction cost assistance at 43-45 School Street

Letter from Habitat for Humanity to ACHC requesting a grant of \$60,000 to assist with School Street project

Capital Improvement Cost Assistance Application