

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
68 WINDSOR AVE, ACTON, MA 01720  
MINUTES  
July 9, 2018

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey  
Also Present: Kelley Cronin  
Attending: Virginia Loftus, Danny Factor, Terra Friedrichs

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 Acton Housing Authority (AHA) May meeting. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

***Approve the minutes of the regular and executive session meetings for May 29, 2018.***

2. Ms. Cronin let the Board know that the final audit should be available by the next meeting. She had forwarded the draft of the audit and Agreed Upon Procedures review to the Board the previous week. There were no findings or exceptions found. Ms. Cronin let the Board know that the 2018 budget had finally been approved but that she was still waiting for the Department of Housing and Community Developments (DHCD) review of the Executive Director contract entered into between her and the Board.

Ms. Cronin discussed the two staff retirements. She reminded the Board that Rusty Martin, maintenance mechanic, is retiring July 13<sup>th</sup> and Doreen LeBlanc, office manager and bookkeeper, is retiring September 7<sup>th</sup>. The Board had previously authorized Ms. Cronin to allow Ms. LeBlanc and her replacement to overlap for a month so her replacement could be trained. Mr. Martin's replacement is the part-time maintenance staff person, Luis Abreu-Torres and Ms. LeBlanc's replacement is Lin Zhang. Luis and Lin are both Acton residents who are raising their families in the community. Mr. Abreu has worked for the Acton (AHA) and Hudson Housing Authorities for the past four years. His previous work was in manufacturing and he has done a great job working for the AHA, is a quick learner, works well with the other maintenance staff, is liked by the residents and is bi-lingual in English and Spanish. Ms. Zhang has a master's in accounting and her previous work experience was in the private sector doing accounting and bookkeeping. She has also been a volunteer treasurer for the Conant School PTO and the Acton Chinese Language School. Ms. Cronin let the Board know that she was very excited about these two individuals joining the Acton Housing Authority team. Ms. Cronin reminded the Board that when Linda Colby retired the staff took her to lunch and she was given a gift certificate from the AHA and asked for permission to do that for the two new retirees. The Board agreed. Ms. Baran expressed her appreciation as the Treasurer for the work Doreen has done over the years.

3. Ms. Cronin reviewed change order and certificate of substantial completion for the driveway reconstruction and sealcoating project #002060 at Windsor Avenue. Change order #3 extends the time of the contract to allow the sealcoating to be done over two days instead of one day. This is so that the residents would still have a place to park while the project is ongoing. The project was delayed because the Town resurfaced Windsor Avenue and we wanted to make sure both projects were not

happening at the same time to allow for on street parking during the sealcoating. Ms. Cronin also provided the Board with the punch list from the Engineer, Allen and Major Associates, and the certificates of substantial completion for the project. Ms. Kolb made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***Approve change order #3 in the amount of \$2,000 and approve the certificate of substantial completion for the driveway reconstruction and sealcoating project #002060 at Windsor Avenue.***

Ms. Cronin reviewed two change orders for the siding and decking project #002053 at McCarthy Village. The first change order was to replace rotted framing and two windows at the back corner of the building and the second change order is to change the proposed decking material to a more slip resistant product increasing the total contract sum by \$14,516. Ms. Kolb made a motion which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

***Approve change orders 1 and 2 for the siding and decking replacement project #002053 at McCarthy Village increasing the contract by \$14,516 for a total contract sum of \$208,146.***

Ms. Cronin asked the Board to review the personnel policies that were provided by MA NAHRO so that the AHA policy could be updated. The Board agreed to review and discuss at the next meeting. Ms. Cronin let the Board know that the Town was putting together an application for the Housing Choice program at the State. The Town had approached Ms. Cronin and asked if she had any projects ready to go that could be submitted. Ms. Cronin would like to include a project for handicapped accessible doors but that might not be ready to go in time for the application. The project that is ready to go is the driveway, parking lot and sidewalk at Sachem Way. The Board encouraged Ms. Cronin to work with the Town in submitting an application.

4. Mr. Bettez let the Board know that the Main Street Committee had not met in months but was meeting in July to hear the results of the feasibility study on the boutique hotel/Inn. Mr. Whittlesey updated the Board on the River Street Committee meetings.

Ms. Baran let the Board know about upcoming housing proposals going before the Zoning Board that the Acton Community Housing Committee was involved with. She let the Board know there was a lot of support for the elderly development on Massachusetts Avenue but there were several anti-housing development residents coming to meetings to speak against proposals.

Ms. Kolb reminded the Board that there were upcoming Community Preservation meetings that she may not be able to attend and told Mr. Bettez she may ask him to assist by attending meetings when she was away.

5. Ms. Baran made a motion, which was seconded by Mr. Bettez and unanimously voted in the affirmative to:

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

6. The Board asked if there were any comments from the other attendees at the meeting. Mr. Factor spoke about language that could be used regarding the use of marijuana from physicians which would address whether or not someone was impaired while using marijuana.

Ms. Loftus brought up people speeding through the driveway who do not live at Windsor Avenue and asked for speeding signs and or speed bumps. Mr. Bettez pointed out that there were speed limit signs. Ms. Cronin said the AHA could not do speed bumps because the driveway is also the walkway and it would not be accessible. Mr. Bettez suggested a letter go out to residents asking them to tell their visitors not to speed through the development. Ms. Cronin said she would send a letter out when the new hire started so it could be translated into Chinese as well.

Ms. Friedrichs discussed her desire to see a condominium buy down program. The Board told her that if she put a proposal in writing it could be put on the agenda for a September meeting.

Mr. Whittlesey asked if there were any comments or further discussion. There was no further discussion. Mr. Whittlesey made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

***To adjourn the meeting.***

Respectfully submitted,

*Kelley A. Cronin*

Kelley A. Cronin  
Executive Director

Attachments to the July 9<sup>th</sup> meeting:

Minutes of the May 29, 2018 meeting, budget approval e-mails from DHCD, change order #2 and certificate of substantial completion for Windsor Green Project #002060, change orders 1 and 2 for McCarthy Village siding and decking project #002053, e-mail from Roland Bartl, Planning Director regarding Housing Choice Application, MA NAHRO Model Personnel Policies, Acton Housing Authority Personnel Policies, May Voucher