

**ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVE, ACTON, MA 01720
MINUTES
NOVEMBER 27, 2018**

Present: Bernice Baran, Ryan Bettez, Nancy Kolb and Robert Whittlesey
Also Present: Kelley Cronin
Attending: John Mangiaratti, Virginia Loftus, Dan Factor

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

1. Mr. Whittlesey welcomed the new Town Manager, John Mangiaratti to the meeting. Mr. Mangiaratti let the Board know that he had previously worked for the Towns of Westford and Andover and was familiar with the important mandate of local Housing Authority's (LHA's). The Board thanked Mr. Mangiaratti for including the Sachem Way sidewalk, driveway and parking lot in the Housing Choice application. Mr. Mangiaratti told the Board that the Housing Choice grant was very competitive, and he was pleased that the State awarded Acton the funds.

Mr. Bettez spoke about the Acton Housing Authority's (AHA) efforts to try and expand the amount of affordable housing units available and about the process on the Main Street parcel. Mr. Bettez said that the Main Street Committee had reviewed the responses to the Request for Information and that the AHA's proposal was favorably reviewed. The Main Street Committee will be holding an open community meeting and presenting several proposals, including the AHA's, to the community for input.

Mr. Whittlesey mentioned his efforts to advocate for housing on the River Street parcel. He explained that the consultants have issued a report on the condition of the dam and potential remedies to address the dams' condition. Mr. Mangiaratti said that the Town was looking at the different options for addressing the dam. Ms. Cronin let the Board know that Mr. Mangiaratti was actively trying to address issues at the Concordian Motel and thanked him again for his support on the Housing Choice grant. The Board told Mr. Mangiaratti they appreciated his attending and that they were looking forward to working with him.

2. The Board reviewed the minutes of the Acton Housing Authority October 30 meeting. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the minutes of the regular meeting for October 30, 2018.

3. Ms. Cronin let the Board know she would be e-mailing them the budget proposal for 2019 the Friday before the December meeting. She also let the Board know that the conversations between the Department of Housing and Community Development (DHCD) and MA NAHRO were ongoing about Executive Director contracts. She asked the Board if the office could be closed for the upcoming holidays on the Monday prior to the holidays and the staff given those Mondays off. Ms. Kolb said that it would be a nice way to show the Board's appreciation for the staff. The Board agreed that the office will be closed on Monday, December 24th and Monday, December 31st giving the staff two long Holiday weekends. Ms. Cronin said she would send a notice to the residents letting them know.

4. Ms. Cronin reviewed the three quotes for a new truck. Two quotes were from agencies that have State contracts; MHQ for \$38,686.80 and Colonial Ford for \$43,235. A third quote was from Acton Ford for \$42,982. Ms. Cronin had asked for trade in quotes as well but only MHQ offered \$3,200 for the 2008 Ford which brought the price with the trade in to \$35,486.80. Mr. Bettez made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Approve the purchase of a new Ford 250 Pickup Truck with plow and sell the existing 2008 Ford truck for a purchase price of \$35,486.80 (after the trade in value of \$3,200) from MHQ.

Ms. Cronin let the Board know that she had been contacted about another net metering proposal from Mass American Energy and will let the Board know once she receives a proposal in writing.

The Board reviewed the Reasonable Accommodation Policy which has been updated to include guidelines for assistance animals. Ms. Cronin let the Board know this update was done by Attorney Manette Donovan who has been assisting the AHA and other LHA's with keeping their federal housing and voucher policies up to date with new housing laws and guidelines. Ms. Cronin let the Board know she would bring the assistance animal agreement to the next meeting.

5. Ms. Baran updated the Board on Acton Community Housing Corporation activity. Ms. Kolb updated the Board on the Community Preservation Committee (CPC) activity and that the CPC would be reviewing the AHA and other proposals over the next couple months.
6. Mr. Bettez made a motion, which was seconded by Ms. Baran and unanimously voted in the affirmative to:

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

6. Mr. Whittlesey asked if there were any comments or further discussion and recognized Mr. Factor. Mr. Factor let the Board know that he and Ms. Fredricks had put together a housing proposal that they would like to discuss with the Board at the January meeting. He asked some clarifying questions about upcoming AHA meetings and minutes. 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 November 27th meeting:

Minutes of the October 30, 2018 meeting, Memo to Board from Ms. Cronin outlining quotes for Truck, Quotes for new Truck from MHQ, Colonial Ford and Acton Ford, Helioscope of proposed net metering site at 1 Nicholas Road in Framingham, Reasonable Accommodation Policy, October Voucher