

ACTON COMMUNITY HOUSING CORPORATION
Minutes Tuesday, June 14, 2022 – online via Zoom

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, June 14, 2022 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, Judy Hodge, and associate members Dan Buckley and Corrina Roman-Kreuze. Janet designated Dan and Corrina as voting members for today's meeting.

Lara Plaskon from RHSO serves as ACHC's off-board Clerk and was present for the meeting.

Corrina left the meeting at 5:07pm.

Guests:

- Nancy Corcoran

Janet Adachi, Chair, called the meeting to order at 4:03 pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

I. Regular Business

- **Minutes** – The minutes from 5/10/22 were read – Bernice moved to approve minutes and Judy seconded – a roll call vote was taken and the motion passed unanimously.

• **Financial Report**

Janet reported the following since Andy couldn't make it to this meeting:

- Check to Habitat cleared
- Total ACHC assets as of 4/30/22 – \$69,328.848
- Balance for undesignated gifts funds is \$238,926.22. (excludes \$7,500 earmarked for monitoring or RHSO)
- Total all funds available for expenditures (checking account + gift funds + CPA) = \$477,352.78
- New CPA funds approved at last month's Town Meeting will come in sometime in July
- Janet affirmed that she and Andy have both reviewed the monthly financial statements.
- Corrina moved to accept financial report and Judy seconded – roll call vote was taken and the motion passed unanimously.

• **Regional Housing Services Offices Update**

Lara reported the following:

- Lottery for Acton Meadows resale unit took place today. There were 10 applicants (good response for a resale), and 9 were eligible, so 9 families were in the lottery. Lara will work with the winning family to move forward

with purchase.

- Liz is going to prepare a memo on housing trusts – structure, organization, etc. so that background information is available for Town staff since the warrant article to allocate funds for a consultant to report on the feasibility of setting up a rehab housing trust passed at Town Meeting.
- Liz Valenta will be leaving RHO at the end of June. She is moving on to a new job at MassHousing.

- **Chair Update** –

- Large scale project that was mentioned a couple of months ago has gone away – Janet and Town staff expressed reservations to the developer about the scale and scope of the project, so he decided not to move forward
- Proponents of 516 Mass Ave development will probably be attending an ACHC in the fall sometime – they are ready to re-visit their project after dealing with some obstacles related to water
- Janet is anticipating hearing from another developer about another new project – will let ACHC know when she has more details
- Still no update on the Powder Mill project
- Virtual meeting authorization expires 7/15 – unclear what will happen after that. Hybrid meetings are possible; ACHC meetings will be at 7pm when/if they start in person

- **Member Updates – None**

II. **New Business**

- **Election of Officers** – Janet checked in with all of the current officers, including Andy as treasurer and Lara as clerk; She is still waiting to hear back from Bob, but all others are willing to continue. Janet moved to appoint all the same officers (Janet – Chair, Bob – co-Chair, Andy treasurer, Lara – clerk) for the coming year and Bernice seconded – motion passed unanimously.
- **2022 Annual Town Meeting: review**
 - All CPA funding was approved – \$35K for RHO, \$40K for Habitat – Carlisle Rd, \$40k for ACHC, \$270K for AHA for replacement of windows at Windsor Green; ACHC's funding was reduced from \$50k – reasons for the reduction are uncertain – perhaps because the funds available for community housing are less than the requests, so not everything can be fully approved
 - Changes to the zoning amendment for accessory apartments passed
 - Citizens' petition for \$2,500 for consultant to explore Rehab Housing Trust was approved
- **Join MassWorks grant application, Town and Acton housing Authority: ratify ACHC support letter** – Janet sent a letter of support for a MassWorks grant for

sewer connection and other infrastructure for the AHA's Main Street project; Judy moved to support/ratify the letter, and Corrina seconded – motion passed unanimously except that Bernice abstained since she is on the AHA Board

- **Capital Assistance Program paperwork: proposed revisions**

- Lara prepared an updated draft application for ACHC's grant program for capital improvements – draft would bring the ACHC's program more in line with similar programs in other RHO towns. Changes to the application include:
 - Removed language re: CPA/funding sources – applicants don't really need to know where the money is coming from; just need to understand if they qualify
 - Set \$5,000 limit for the program, but did not include the language that applicants need to pay half the cost of the project; Also included language re: a lifetime limit of \$10K from
 - Re-organized the application so that it is hopefully presented in an easier way to understand – again following the model of other towns
 - Defined income and how it will be calculated – that wasn't really clear in the old application
 - Removed question about assets – we asked about assets in the old application, but did not state a limit and we didn't ask for any verification, so it didn't really make sense to ask.
 - Removed request to list household members income – Lara will just look at the tax returns to calculate
 - Added a property information section to ask if homeowners have a mortgage, etc.
 - Addition of affidavit – applicants must sign acknowledging they understand all of the provisions of the program
- Discussion followed Lara's presentation of the draft revisions
 - Bernice – thinks ACHC should promote the idea that homeowners must be fiscally responsible and should plan a budget for home repairs – grant from ACHC should be more of a token
 - Judy – cost of everything housing related has increased; if the goal of this program is to help people maintain their homes, then providing funds is good
 - Dan – Wants to add back the provision to the program that homeowners must contribute half the cost of their repair; Would also like to add that the \$10K lifetime limit should be for all ACHC programs, including Closing Cost Assistance program; pointed out that affordable units are often

constructed with low end materials which leads to a need for repairs/replacements more often

- Lara - offered from her experience working with homeowners that units that are not kept up are a problem for re-sale and that most home repairs are quite expensive
- Discussion continued about dollar limits, lifetime limits, homeowner responsibilities, the differences between capital improvement and closing cost assistance program, whether or not a grant agreement was needed. It was decided that the program would require homeowners to contribute half the cost of their repair, a \$5,000 limit per request, and a lifetime limit of \$10,000 from all ACHC programs. It was also decided that a grant agreement is not needed and that the affidavit added to the application would suffice.

Dan moved that Lara revise application pursuant to discussion, and Judy seconded – motion passed unanimously

Dan moved to give Janet authority to approve up to \$5K for repairs if an emergency request come in that must be decided before the next ACHC meeting – Janet will put on agenda for next meeting

III. Old Business - None

IV. Future Agenda Items

- To be determined

Judy moved to adjourn the meeting at 5:30pm and Bernice seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on July 14, 2022, 4pm via Zoom

STATEMENT OF DOCUMENTS PRESENTED AT THIS MEETING:

Agenda, June 14, 2022

Draft Minutes from May 10, 2022

Financial Reports through 4/30/22, including bank account and housing gift funds

ACHC Support Letter for MassWorks Application, 6/2/22