

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Tuesday, January 10, 2023 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, January 10, 2023 at 4PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Andy Richardt, Bernice Baran, Bob VanMeter, Judy Hodge, and associate member Dan Buckley. Janet designated Dan as a voting member for today's meeting.

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

Guests:

- Fran Arsenault, Select Board

Janet Adachi, Chair, called the meeting to order at 4:04 pm. Janet read the updated meeting notice, including guidelines for public participation in the meeting.

**I. Regular Business**

- **Minutes of December 13, 2022** – Bob moved to approve the minutes of the December 13<sup>th</sup> ACHC meeting and Judy seconded – Lara took a roll call vote and the motion passed unanimously

- **Monthly Financial Reports through 12/31/22**

Andy reported the following:

- Town accountant is retiring at the end of month, so Andy received a reconciliation from them and everything looked good – included in Statement of Documents
  - Only change in assets was interest earned
  - Total ACHC assets as of 12/31/22 –\$69,389.27
  - Balance for undesignated gifts funds is \$244,126.22. (excludes \$7,500 earmarked for monitoring or RHSO)
  - Total all funds available for expenditures (checking account + gift funds + CPA) = \$532,613.57 - \$200K of which has been approved to go to McManus Manor and \$100K which has been conditionally approved for Tavernier Place
  - Janet and Andy affirmed that they have both reviewed the monthly financial statements.
  - Bernice moved to accept financial report and Bob seconded – roll call vote was taken and the motion passed unanimously.
- **Regional Housing Services Offices Update** –
    - Two new staff members started at RHSO today – Jen will be taking over the role previously held by Liz Valenta – working on a lot of rental monitoring, rental assistance programs, and other projects; Christine will be working very

- part-time in a new role helping with a variety of projects
- Affordable resale ownership unit for sale – 2-bedroom townhouse at 212 Central Street; Lara will begin advertising lottery tomorrow and the lottery will be held at the beginning of February – hope to have a buyer confirmed by the next ACHC meeting
- The Town met with Suffolk University to discuss option for fair housing testing. Suffolk receives a grant from HUD to do testing in a variety of communities. They can include Acton as one of the communities where testing is done under this grant. So, Acton will participate in fair housing testing, but does not need to coordinate with the HOME Consortium on their testing project.
- RHSO staff (Liz and Lara) will meet this Thursday with Kristen Guichard and Laura Ducharme from the Town to clarify what role RHSO can play in helping with tenant services.
- Rehab Trust Study – Liz prepared a scope of work that identifies what needs to happen to put a rehab trust in place; Identifying an entity to manage a trust is a key issue; Town Manager and Select Board will be reviewing and discussing the scope of work.
- **Chair Update –**
  - Janet met with CPC on December 18<sup>th</sup> and reviewed ACHC's recent expenditures and commitments that have already been made; Explained that ACHC needs new CPA funds to replenish after so many expenditures
  - Common Ground projects – Tavernier Place & Mass Ave – nothing new to report
  - WR Grace would like to come back to an ACHC meeting, but Janet requested that they wait to come to another meeting until they have solidified more details about their development plan. Janet is going to set up a call to talk to them and communicate more about what ACHC needs to know to move forward with giving support to the project; WR Grace asked about next steps in getting their project approved and Janet explained – ACHC support first, then Select Board and Town Committees
    - Bernice commented that she would like to see units set aside for a lower AMI range
    - Bob asked if a site walk would be useful; Janet commented that a site walk is only helpful if there are markings that indicate where buildings, etc. would be located, but it seems too early right now
    - Judy commented that it would help to have some type of map/site plan that shows the proximity/connections to trails, train station, etc. How does this development fit in with the other planning currently happening for a future vision of South Acton
    - Bob suggested asking Planning Department for their input
  - 26 Carlisle Road – Janet circulated an invitation to attend the mid-build event for this home – opportunity to see what's happening on the site and to meet the new owners

- **Member Updates –**

- Bob – South Acton Vision Process related to the MBTA Communities Zoning law is currently underway – there will be a public education opportunity on 1/23 and 1/25 at the Acton Public Library where Town Planning staff will be presenting the results of a survey as well as other information about the South Acton planning process; This event is also an opportunity for community members to give feedback
  - Judy commented that she is aware of plans for other buildings in South Acton – wondering whether this will be part of the South Acton visioning
- Bob – affordable housing forum scheduled at Town Hall on 2/8 – Senator Eldridge and Kelley Cronin from the AHA will be speaking – Bob will share an email with ACHC members that has details about the event

## **II. New Business**

- **Proposed 2023 meeting schedule** – Discussion

- State’s current emergency order that allows virtual meetings expires at the end of March, so Janet would like to plan to meet in Room 9 at Town Hall for in person meetings at 7pm on Tuesdays when/if order expires; If order expires, ACHC needs a quorum (3 people) to be in person, but there will also be an opportunity to participate remotely
- Does 7pm on Tuesday work?
  - Bernice would like to continue participate remotely due to her vision and driving at night
- Janet will file the paperwork to reserve Room 9

## **III. Old Business**

- **None**

## **IV. Future Agenda Items**

- Return of WR Grace to an ACHC meeting at some point
- Dan and Janet will touch base about standards for the grants ACHC commits to development projects

Bob moved to adjourn the meeting at 5:00pm and Bernice seconded. Lara took a roll call vote – motion passed unanimously.

The next ACHC meeting will be on February 14, 2023, 4pm via Zoom

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

Agenda, January 10, 2023

Financial Reports through 12/31/22, including bank account and housing gift funds

Housing Funds Reconciliation

Draft Minutes from December 13, 2022 meeting

2023 Room Reservation Draft