

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES  
April 23, 2024, at 3:00p.m.  
VIRTUAL MEETING

Present: Bernice Baran, Nancy Kolb, Sahana Purohit, and Melissa Wingfield  
Absent: Peter Berry  
Also Present: Kelley Cronin, Melissa Bible  
Attending: Fran Arsenault, Jeff Sacks, Paulette Farmer, Jeff Bergart

Ms. Kolb called the meeting to order at 3:00 p.m. via a virtual meeting platform with no Board members in physical attendance and broadcast via Zoom virtual meeting platform.

I. Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance with all Board members being present except Mr. Berry.

II. Minutes

Ms. Kolb asked for a motion to approve the minutes. Ms. Wingfield made a motion, which was seconded by Ms. Purohit to;

***Approve the minutes of the March 26, and April 2, 2024, meetings as amended.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Nancy Kolb: Aye  
Sahana Purohit: Aye  
Melissa Wingfield: Aye

The motion was approved.

III. New Business

Ms. Kolb welcomed Jeff Sacks, the attorney for the McManus Manor project, to the meeting. Mr. Sacks explained how the corporate structure would be created for the new development with tax credit financing. Mr. Sacks walked the board through the resolutions needed to set up the various Limited Liability corporations and explained the ownership and management structures. He went through the organization chart, certificates of organization, operating agreements, and the resolution. Mr. Sacks said he would add Ms. Kolb, Chair, as a signatory. Ms. Baran made a motion, which was seconded by Ms. Purohit to;

***Approve the Resolution as amended.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye  
Nancy Kolb: Aye  
Sahana Purohit: Aye  
Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin let the Board know that the Creative Placemaking project was completed. Ms. Purohit made a motion, which was seconded by Ms. Wingfield to;

***Approve the certificate of final completion for the Creative Placemaking Project #002082 with a final project cost of \$142,706, with no change orders.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin let the Board know that the EOHLC had made a compliance reserve award for automatic door openers at Windsor Green. Ms. Purohit made a motion, which was seconded by Ms. Baran to;

***Authorize Ms. Kolb to sign the Contract for Financial Assistance amendment which includes \$58,988 for automatic door openers at Windsor Green.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

#### IV. Old Business

Ms. Cronin let the Board know the sewer project was rebid. Ms. Baran gave an ACHC update and the discussed Town Meeting items. Ms. Cronin let the Board know the hiring paperwork for Ms. Bible was at EOHLC and the new Assistant Director had been hired.

- V. The Board reviewed the March voucher. Ms. Baran made a motion, which was seconded by Ms. Wingfield and unanimously voted in the affirmative to:

***Approve the March voucher with a total expenditure of \$738,917.25 as presented.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

- VI. Ms. Kolb asked if there was any public comment. Mr. Bergart asked if the project would move forward if the sewer project was not funded. Ms. Cornin explained that the project would move forward with septic. Hearing no other comments, Ms. Kolb asked for a motion to adjourn. Ms. Purohit made a motion which was seconded by Ms. Wingfield and unanimously voted in the affirmative to:

***Adjourn the meeting at 4:12 p.m.***

and upon roll call the “Ayes” and “Nays” were as follows:

Bernice Baran: Aye

Nancy Kolb: Aye  
Sahana Purohit: Aye  
Melissa Wingfield: Aye  
The motion was approved.

Respectfully submitted,  
*Kelley A. Cronin*  
Kelley A. Cronin  
Executive Director

Documents and Exhibits Used During the **April 23rd** meeting:  
Minutes of the March 26, and April 2, 2024, meetings, Legal documents for McManus Manor creating LLC's, resolutions, organizational structure, EOHLC award letter for automatic door openers, Certificate of Final Completion for Creative Placemaking project #002082, Megco Electronic payment applications for fire panel replacement project #002097, 2024 Meeting Schedule, March 2024 voucher