

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

Present: Bernice Baran, Peter Berry, Nancy Kolb, Sahana Purohit and Melissa Wingfield
Also Present: Kelley Cronin, Melissa Bible
Attending: Maura Tsongas

Ms. Kolb called the meeting to order at 3:01 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.

II. McManus Manor Update

Ms. Cronin updated the Board that she had spoken with Kate Racer regarding the gap that currently has existed in the funding for McManus Manor. We were advised that the gap is not as large as what currently exists in some other funding projects in development and that we were advised that they would be willing to make up the gap. The state does not want us to sell our existing condos and will make the additional tax credit funding available. With that guidance we are encouraged to move forward with financing closing. The Housing Authority was requesting authorization for signature of the Tax Credit Letter of Interest. Ms. Purohit made the motion that was seconded by Ms. Wingfield.

Authorize requesting permission of signature for Chair Person Nancy Kolb to sign the Tax Credit Letter of Interest.

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

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

The motion was approved.

III. 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 July 23rd, 2024.

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

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

The motion was approved.

IV. Board and Executive Director Updates

There was discussion about the status of CPA money that was provided to the Housing Authority. The Board was informed that the Housing Authority was in discussion and planning with the state about matching HILAP monies and the project was moving forward. The Housing Authority is hoping to use HILAP monies for walk-in showers. The Housing Authority anticipates not having a work order from the state until next year.

There was a general discussion about the state's work order and design process and planning.

There was discussion about the upcoming CPC grants applications that will be due in November and what the Housing Authority may want to consider applying for. We should have a sense of money that may be available for Board meeting in October.

Ms. Purohit requested the Acton Housing Authority be added as a co-sponsor for the **“Pathways to Equality: Wealth, Income, and Racial Inequality”** that is being held at Town Hall. There was some discussion about whether members felt this was a relevant topic to Housing for AHA to be co-sponsoring. Other members felt this was a relevant topic to the experiences of current AHA tenants and applicants. Ms. Purohit made a motion for the Acton Housing Authority to co-sponsor the **“Pathways to Equality: Wealth, Income, and Racial Inequality”** Forum to be held on September 30, 2024, at Acton Town Hall. Mr. Berry seconded the motion.

Authorize the Acton Housing Authority to co-sponsor the “Pathways to Equality: Wealth, Income, and Racial Inequality” forum to be held September 30, 2024, at Acton Town Hall.

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

Nancy Kolb: Aye

Melissa Wingfield: Aye

Bernice Baran: Abstain

Peter Berry: Abstain

Sahana Purohit: Aye

The motion was approved.

Ms. Bible let the Board know she has completed the last class as part of her MPHA certification. EOHLC has released their 2025 Budget Guidelines and has started initial discussions with the accountants regarding planning. Windsor Green has been having the Driveway repaved and is thankful for the patience of staff, tenants, and visitors. Section 8 has recently pulled 25 names from the waiting list and is in process of assisting 3 new voucher holders and 3 new AHVP voucher holders.

V. New Business

Ms. Bible provided documentation of Section 8 policy changes regarding Housing Quality Standards. This policy outlined policies for abatement and withholding of rent to landlords when units fail inspection and potential assistance to voucher holders when their unit has chronically failed inspection through no fault of their own. Ms. Wingfield made a motion to approve the HQS policy that was seconded by Ms. Baran.

Approve the amended Section 8 Housing Choice Voucher Housing Quality Standards policy.

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

Nancy Kolb: Aye
Melissa Wingfield: Aye
Bernice Baran: Aye
Peter Berry: Aye
Sahana Purohit: Aye
The motion was approved.

The Housing Authority informed the Board that the Change Order requests listed on the agenda have not yet been received. This will be brought up for review at the October board meeting.

Ms. Bible brought before the board for consideration an amended Credit and Charge policy. The Housing Authority has not previously had a Credit Card on file. We have had charge accounts, however it has become harder to make purchases with vendors as more and more are not accepting Purchase Orders and requiring payment up front. This policy covers Credit usage, authorizations, storage, and payment. Ms. Wingfield made a motion which was seconded by Mr. Berry to:

Approve the Acton Housing Authority Credit Card Policy.

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

Nancy Kolb: Aye
Bernice Baran: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Sahana Purohit: Aye
The motion was approved.

Ms. Bible presented to the Commissioners the Proposed Capital Plan for 2025. The Capital plan covers 5 years of proposed projects across developments. This plan was developed in consultation with Resident Service Board, Staff, and EOHLC. Planed projects for consideration include kitchen renovation at Elliot House, Kitchen upgrades at 5 units at McManus Village, Street Lighting and Surveillance and Sachem Way, Bathroom ceiling heaters at Windsor, and kitchen and bath upgrades at Briarbrook Village. A Public Hearing for the Capital Plan is scheduled for our next meeting on September 24th.

VI. Old Business

The Board discussed having the calendar for November and December on the agenda in October.

There was discussion about the ongoing communication and working relationship with the Acton Exchange. They have previously done articles on Ms. Cronin’s retirement and Ms. Bible’s promotion. The Board would like to continue to work with the Exchange to inform the community of the work that we do to assist residents. Topics could include demographics, staff, and community projects.

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

Approve the July voucher with a total expenditure of \$793,463.51 as presented.

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

Nancy Kolb: Aye

Bernice Baran: Aye
Peter Berry: Aye
Nancy Kolb: Aye
Melissa Wingfield: Aye
Sahana Purohit Aye
The motion was approved.

VIII. Ms. Kolb asked if there was any public comment and there was none.

Hearing no other comments, Ms. Kolb asked for a motion to adjourn. Ms. Wingfield made a motion which was seconded by Ms. Purohit and unanimously voted in the affirmative to:

Adjourn the meeting at 4:20 p.m.

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

Nancy Kolb: Aye
Bernice Baran: Aye
Peter Berry: Aye
Melissa Wingfield: Aye
Sahna Purohit: Aye
The motion was approved.

Respectfully submitted,
Melissa Bible
Executive Director

Documents and Exhibits Used During the **September 3rd** meeting include HQS policy changes, Credit Card policy, 2025 Capital Plan, Citizens Bank Term Sheet, McManus manor term sheet, July Voucher statements, July meeting minutes.