

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes Tuesday, January 14, 2025 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held on Tuesday, January 14, 2025 at 7PM via zoom. Present and constituting a Quorum for the purpose of conducting business were regular members Janet Adachi, Bob Van Meter, off-board Clerk Lara Plaskon, Bernice Baran, Judy Hodge and associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting.

Lara and Janet recorded the minutes.

Audience:

- Fran Arsenault, Select Board liaison to ACHC; Emi Azar, Council on Aging liaison to ACHC; and one more

Janet Adachi, Chair, called the meeting to order at 7:00 pm. Janet read the updated meeting notice for the virtual meeting, including guidelines for public participation in the meeting.

**I. Regular Business**

- **Minutes** – Judy moved to approve the minutes of December 10, 2024, and Bernice seconded. Roll call vote, motion passed unanimously.
- **Financial Report**  
Dan summarized the financial report through December 31, 2024.
  - Total ACHC assets as of 12/31/24 – \$110,289.09 gross
  - Total ACHC assets as of 12/31/24 – \$661,915.31 gross; \$389,453.10 committed; \$272,462.21 available for expenditures
  - Renewed CDs with Cambridge Savings – 10-month term due in October
  - Paid the HPP consultant – \$14K so far (3 different invoices) of the \$40K total committed
  - Transferred \$350K from Town to savings account in preparation for making payment to the AHA for the commitment ACHC made for AHA's new development
  - Dan set up the ability to do electronic payments so don't have to always use paper checks
  - Dan and Janet both affirmed that they reviewed the bank statements.
  - Dan moved to approve the financial report and Judy seconded. Roll call vote, motion passed unanimously.
- **Regional Housing Services Offices Update**  
Janet reported the following from 1/7 RSHO update meeting:
  - Powder Mill Apartments project moving along w/foundation and infrastructure work. Select Board last night approved latest proposal for

installation of equalization tank, 300K gallons, to help manage increased sewage flow to Acton wastewater treatment plan on Adams Street.

Developer covering cost of sewer connection but also will contribute toward cost of tank—contribution was 500K 5 years ago but now will be 1M.

Purpose of tank is to help cover events of unusually high flow due to rainfall; tank won't be in constant use and will be clean and dry much of time. Cost of tank 2.6M; Town will pursue grant available only to MBTA communities and present proposal at annual Town Meeting to borrow whatever developer and grant don't cover; repayment will come out of Sewer Enterprise Fund.

- CPA funding for acquisition of real estate interest for affordable housing (buying land/structure as opposed to capital improvements on property already in use for affordable housing) requires permanent affordable restriction on property. Planning Department probably will add caution about that to CPA funding award letters. Provision is in MGL ch. 44B, section 12.
- ACHC's need for administrative support: Liz Rust, RHO Executive Director, thinks Planning Department more appropriate because it has easy access to Town staff and website, etc. Planning Director said Department can assist with tasks such as updating ACHC webpage which Janet noted is very out of date.

- **Chair Update**

Janet reported the following:

- McManus Manor closing delayed from last month until this week. Delay is due to Town Counsel's request that affordable restriction be permanent, as MGL ch.44B stipulates, and not simply 99 years, which state's attorney had said would suffice. Now waiting to see whether state will sign off on the permanent restriction. AHA's attorneys also had some changes to the original ACHC grant agreement signed in 12/2024. Janet thought the additional changes were fine, and revised agreement signed as of 1/3/2025. Dan and Janet ready and waiting to authorize transfer of ACHC's financial commitment from ACHC account directly to AHA's account.
- HPP 2025 update: Advisory committee meeting 12/17 & some discussion during 1/7 RHO update about 1/30 public forum covering tentative goals/strategies, update to Planning Board and Select Board in February; final public workshop in March; another update to PB-SB in Apr-May about final goals/strategies.
- MA Rep Simon Cataldo, whose district includes Acton-precincts 1,2,6 & 7, provided an overview at last night's SB meeting of his work on behalf of state

and district. In response to an audience question as to whether municipal committees would continue to have the virtual meeting option, due to expire end of 3/2025, Rep. Cataldo indicated that House is giving serious consideration to continuing that option.

- ACHC's blurb for the 2024 Town Report is due 2/28 so Janet will start working on that.

- **Member Reports**

- Judy – forgot to go to Habitat for All meeting last week, but they are putting together plans based on the various forums that they've had to propose zoning that includes smaller clusters of housing and preservation of land
- Bernice – limited legal help now available for tenants – based out of Senior Center

## II. **New Business**

7:00 pm: Appointment, Carolyn Read, Executive Director, Habitat for Humanity North Central MA, regarding proposed multi-family/mixed-use redevelopment at site of former Le Lyonnais Restaurant, 416 Great Road.

- Habitat closed on acquisition of property in December after purchaser who was planning meditation center decided that the renovation project was too much to handle and essentially donated property to Habitat.
- Property includes house/restaurant plus barn. House gutted, not heated. Zoned Light Business, which allows up to 4 residential units by right provided there is a commercial use on site, so Habitat will establish its office there, which will mean installation of sprinkler system; looking at basement of house for office, plus 3-BR and 2-BR units: 2 units on 1<sup>st</sup> and 2<sup>nd</sup> floor of house and 2 units in barn. Barn will require sewer and water service; existing septic system for house has passed Title V but connecting to barn will be challenging because septic is on easement area separated from barn by stream. Barn will serve as staging area for work in house. Habitat will pursue project as LIP-LAU (Local Initiative Program—Local Action Unit), which will mean some local financial commitment because property was donated. Keep exterior the same, address some structural issues.
- Habitat has reached out to Minuteman Regional Voc-Tech high school about having students work on project. Will try to have all-electric utilities.
- Feedback from ACHC
  - Dan – does current septic limit number of bedrooms? – They are looking into this – may be limited to 2 units
  - Judy & Bernice – excited about the idea

## III. **Old Business**

2025 Meeting Schedule & Meeting Room Reservation: Janet reported that Room 9 is unavailable for most of ACHC's proposed 2025 meeting dates, and Room 126 is

available for all but one meeting date, so she has reserved Room 126. As noted earlier, MA Legislature seems likely to extend virtual-meeting option, which would simplify ACHC's meeting-space issues.

**IV. Future Agenda Items**

None

Judy moved to adjourn the meeting at 7:45 pm and Bernice seconded. Roll call vote, motion passed unanimously.

The next ACHC meeting will be on Wednesday, February 12, 2025 at 7pm via Zoom.

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

Agenda 1/14/2025

Draft Minutes 12/10/2024

Bank & Housing Funds reports through 12/31/2024

Revised Grant Agreement, 1/3/2025, between ACHC and Acton Housing Authority re ACHC funding to McManus Manor project

Revised 2025 Conference Room Reservation