

ACTON HOUSING AUTHORITY  
BOARD OF COMMISSIONERS MEETING  
MINUTES

March 27, 2025, at 3:00 p.m.  
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Melissa Wingfield, Sahana Purohit  
Also Present: Kelley Cronin, Melissa Bible, Fran Arsenault  
Absent: None

Ms. Kolb called the meeting to order at 3:05 p.m. 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. Meeting minutes for January and February were discussed. It was agreed to include more project description in minutes with change to include more specificities of project types. Ms. Baran made a motion that was seconded by Mr. Berry to:

***Approve the minutes of the January and February minutes as amended.***

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

- III. Board Update

Mr. Berry updated the Board that the Windows project for McCarthy Village and the Playground/Garden project were approved by the CPC. This will now go to the Town Meeting for vote. There was discussion amongst Board members of the discussions they had with the Ethics Board regarding endorsement of candidates for the Housing Authority Board election. Ms. Baran provided an update on Habitat for Humanity and programs that may be available for the Housing Authority to look into for Capital Repairs.

- IV. Executive Director Update

Ms. Bible updated the Board that funding was approved by EOHLC for the painting at McCarthy Village, new screen, and storm doors. A tenant meeting is scheduled at McCarthy Village to update the tenants on the work that will be done soon including the Drainage project, new laundry, Wi-Fi in the community room, and capital repairs. Ms. Bible updated the Board that EOHLC is providing all Housing Authorities with additional monies to allow for unit upgrades at turn over to allow for long-term living in the unit. Additionally, the first quarterly newsletter was just issued by the Housing Authority and is being distributed. Ms. Bible reported to the Board that we have seen an uptick in anxiety and some aggression from applicants and tenants. There is a lot of anxiety over rents in the private market, concern over benefits, etc. Lastly Ms. Bible updated the Board that the Housing Authority is in final stages to receive a Residential Retrofit grant that will provide high-speed low-cost internet access to our tenants at Sachem Way.

- V. New Business

- A. McManus Manor

Ms. Cronin spoke about the progress being made at McManus Manor. Blasting for ledge is being done on site and was seen by Ms. Cronin and Ms. Bible while they were on site. A meet and greet is being held onsite for neighbors. The sign has been ordered for the property.

- B. There is a needed amendment for the solar panel. The cost price proposal did not include prevailing wages. With prevailing wages, Power Options remains the low bidder, however the cost amendment must change. Ms. Cronin was asking for approval for the amended amount requested which now includes Prevailing Wages. Mr. Berry asked Ms. Cronin to look into the warranties that are described. Mr. Berry made a motion that was seconded by Ms. Baran to:

***Approve the solar agreement to \$254,361, a difference of \$21,516 due to the necessary inclusion of Prevailing Wages.***

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

Ms. Cronin then discussed the proposed HILAP application for tub cuts in bathrooms at Windsor Village. The original estimate did not factor in the cost of flooring, which will likely be damaged, and then asbestos remediation that is necessary with flooring changes at Windsor. Ms. Purohit made a motion that was seconded by Ms. Wingfield to:

***Approve the amended HILAP application, inclusive of flooring and asbestos remediation in the amount of \$880,804.00.***

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

Bernice Baran: Aye

Peter Berry: Aye

Nancy Kolb: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

The motion was approved.

#### C. Legislative Day Update

Ms. Kolb asked if there was feedback or information from the Board that they would like to have discussed with Legislators when we meet. There was no feedback from members, however it was discussed that there would be talking points and requests put together by MANAHRO for us.

#### VI. Old Business

There was no Old Business

#### VII. Ms. Baran made a motion that was seconded by Ms. Wingfield to:

***Approve the voucher in the amount of \$687,03.03 for the month of February 2025.***

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

Nancy Kolb: Aye

Peter Berry: Aye

Bernice Baran: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

D. Public Comment.

There was no public comment.

At 4:35 pm Ms. Wingfield made a motion that was seconded by Ms. Purohit to adjourn.

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

Nancy Kolb: Aye

Peter Berry: Aye

Bernice Baran: Aye

Melissa Wingfield: Aye

Sahana Purohit: Aye

The motion was approved.

Respectfully submitted,

Melissa Bible

Executive Director

Documents and Exhibits Used During the **March 27th meeting** include HILAP revision proposal and McManus Manor solar proposal.