

**ACTON COMMUNITY HOUSING CORPORATION**  
**Minutes, Tuesday, October 21, 2025 – online via Zoom**

Pursuant to notice given, a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held October 21, 2025 at 7:00 pm via Zoom. Present and constituting a quorum for the purpose of conducting business were regular members Janet Adachi, Bernice Baran, Judy Hodge and associate member Dan Buckley. Janet authorized Dan to be a voting member for this meeting.

Bernice and Janet recorded the minutes.

Audience: Emi Azar, Council on Aging liaison to ACHC

Janet Adachi, Chair, called the meeting to order at 7:05 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 draft minutes for the regular monthly September 9, 2025 meeting; Dan seconded. Roll call vote, motion passed unanimously.

• **Financial Report**

Dan summarized the financial report through September 30, 2025.

- He noted that the amount of capital assistance that the committee approved during the September 9<sup>th</sup> meeting was in error and should have been \$4,500 instead of \$2,350. He moved to approve the increased \$4,500 amount; Bernice seconded. Roll-call vote, motion passed unanimously.
- Dan and Janet both affirmed that they reviewed Dan's financial report.
- Judy moved to approve the September financial report; Bernice seconded. Roll call vote, motion passed unanimously.

• **Regional Housing Services Offices Update**

Janet reported the following from 10/15/2025 RHSO update meeting:

- Janet asked whether Kristen or another RHSO staff member could provide a periodic update at ACHC meetings about RHSO activities. Kristen advised that that task could be challenging for RHSO in the short term because the organization still is short-staffed. Written updates are a possibility. Janet will follow up with Kristen.
- Habitat project, 416 Great Road: Habitat shared its draft LIP/LAU application and regulatory agreement with the Town and RHSO, who have suggested changes, including that the application including the 4<sup>th</sup> barn unit that will be the second phase of the project. Dan noted that the need for ACHC's funding was supposed to be this fall, when work was supposed to begin, but the project really is not underway yet. There should be a firm, detailed plan.

- **Chair Update**
  - Inclusionary zoning study by MAPC: Save the date, Monday, 11/3/2025, for joint meeting of Select Board, Planning Board and ACHC to hear presentation of analysis, options, recommendations. Meeting presumably hybrid, in-person in Room 204 with remote-participation option for committee members as well as public. Janet plans to attend in person.
  - 3 West Road: Still no sale/closing. Janet can schedule an executive session if members wish an update before sale/closing.
  - ADU webinar proposal by Bob: Janet will add to November agenda.
  - Lara hopes to be able to resume attending ACHC meetings at end of this year.
- **Member Updates**
  - Judy noted that the Planning Board's meeting agenda for tonight includes a discussion with the Planning Department of proposed cluster-development regulations.

## II. **New Business**

- Capital assistance request (#101325) for furnace replacement: Janet explained that this request now is for reimbursement to the owner rather than payment to service-provided, so requires ACHC's special authorization. Owner hired AMS and had the work done on 10/16/2025 at total cost of \$7,871. Owner has some equity but RSHO advises that taking out home equity loan is more cumbersome process for affordable owner.
- Moved and seconded to approve a grant of \$3,935.50, which is one-half of the total cost, contingent on the owner's provision of documentation confirming the completion of work. Roll-call vote, motion approved unanimously.
- Proposed ACHC recruitment submission to Acton Exchange: Janet will work with Bernice on revisions to the initial draft.
- ACHC grants to developers – ACHC Treasurer proposal for available-funds minimum as perquisite for approval of grants: Dan will provide language for discussion/vote at November meeting.
- 2025-2026 Community Preservation Act application (application deadline: 11/24/2025): Janet noted that Community Preservation Committee can be tough audience, allocating ACHC \$50K in each of the past two years even though

ACHC's application has documented its substantial allocation in recent years of gift funds, as well as somewhat lower use of CPA funds, to support affordable housing projects. Kristen, RHO Executive Director (and former Planning Director), says Acton has good reputation among affordable housing advocates for using its funds for affordable housing rather than aggregating and not using them. The recent experience with the West Road property illustrates that ACHC should have more on hand than the current \$325K in CPA funds if it hopes in future to prevent a SHI-listed affordable unit from being lost to the open market. Janet will prepare a draft application for committee to discuss in November.

- ACHC strategic plan: Discussion of whether ACHC should retain a consultant: Janet sees a need for a roadmap for ACHC that will help the committee identify what it would like to do, what additional skillsets it needs on the committee and how to recruit members with those skillsets. The Natick draft plan from 1/2024 illustrates the sorts of issues that a strategic plan might address, albeit for Natick's affordable housing trust, which is a legally different organization from ACHC but has similar authority. Discussion to be continued.

### **III. Old Business**

- MA "Good Landlord" tax abatement local option: Discussion deferred to November meeting.

Dan moved to adjourn the meeting at 8:39 pm and Bernice seconded. Roll call vote, motion passed unanimously.

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

Agenda 10/21/2025

Draft Minutes, September 9, 2025

Bank & Housing Funds report through 9/30/2025

Capital assistance request #101325 (homeowner identifying information redacted): furnace replacement

2025-2026 Community Preservation Act Plan & application form

Natick Affordable Housing Trust strategic plan, 1/2024 draft