

ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
MINUTES
September 30, 2025 at 2:30 PM
VIRTUAL MEETING

Present: Bernice Baran, Peter Berry, Nancy Kolb, Melissa Wingfield, Sahana Purohit
Also Present: Melissa Bible, Kelley Cronin, and Maura Tsongas
Absent: Not applicable

Ms. Kolb called the meeting to order at 2:30 p.m. with no Board members in physical attendance and broadcast via Zoom virtual meeting platform.

I. Executive Session

Mr. Berry made a motion that was seconded by Ms. Baran to:

Enter into Executive Session for the Purposes of Contract Negotiation, and to return to the meeting after Executive Session.

Bernice Baran: Aye

Peter Berry: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

Nancy Kolb: Aye

The motion was approved.

At 2:35pm the Board entered into Executive Session.

At 2:50 PM the Board returned from Executive Session. Ms. Kolb announced that during Executive Session the Board voted to approve a one-year contract with Melissa Bible, the Executive Director, for \$115,000 beginning January 1, 2026. Ms. Kolb stated that immediately after the Board met, she contacted Ms. Bible by phone, and they agreed to these contract terms. Board members shared their appreciation for new policies and technology that she has brought to the Housing Authority since starting while also working through difficult budget times with the Federal Budget.

II. Chair Explains the Rules

Ms. Kolb read the rules of the remote meeting and conducted a roll call for attendance.

New Business

A. McManus Manor

i. CPC application

Ms. Cronin shared with the board her proposal for CPC application. This application would be for \$300,000 regarding additional unforeseen costs at McManus Manor related to property issues (ledge, garbage removal and soil replacement) as well as additional costs from tariffs and town charges beyond what was originally budgeted for. These additional costs have used up a considerable portion of contingency that is concerning considering the amount of time left in construction.

B. Capital Improvement Plan

Ms. Bible shared with the Board the Proposed Capital Improvement Plan. She shared that there were not new projects planned, however budget requests from previous years were pulled forward based on Performance Management Review findings and previous year denials from EOHLC. There will be a hearing on the Capital Improvement Plan at the next meeting and a required vote.

C. Wage Match Authorization

Ms. Bible shared with the board the Wage Match Authorization form that is required by EOHLC. Wage match is a required verification process for state funded residents. Authorization to use wage match requires a Board vote and signature of the Board Chair. Mr. Berry made a motion that was seconded by Ms. Baran to:

Authorize Wage Match and Signature of the Board Chair.

Peter Berry: Aye

Bernice Baran: Aye

Sahana Purohit: Aye

Melissa Wingfield: Aye

Nancy Kolb: Aye

Motion Approved.

D. Budget Amendment-2025

Ms. Bible shared that one of the condos that the Housing Authority has a unit in, completed necessary repairs requiring a supplement to condo fees. The condo association took out a loan for the needed repairs and offered a monthly payment to owners or a lump sum payment. Ms. Bible reached out to our accountant for guidance and advice and was advised to pay the lump sum so that one budget revision would be necessary. Ms. Bible provided documentation of this email discussion to the Board. Ms. Wingfield questioned the condo as she did not believe repairs had been completed on Great Road. Ms. Bible stated that she believed the repairs were done at Pilar House 1. Mr. Berry made a motion that was seconded by Ms. Purohit to:

Approve the 2025 Budget Amendment as submitted due to Condo Fee Adjustments

Peter Berry: Aye

Bernice Baran: Aye

Sahana Purohit: Aye

Melissa Wingfield: Abstained

Nancy Kolb: Aye

Motion Approved.

E. Board Approval of Low Bidder for Windows/Bath at Windsor Fish # 002098

The Bid process was completed for Window and Bath Work at Windsor Green. The contractors have been reviewed and the low bidder for work that is supported is DDC Construction with a low bid of \$659,430. Our Designer has worked with them on two other projects and been happy with their work. Ms. Berry made a motion that was seconded by Ms. Baran to:

Approve the Low bidder contract with DDC Construction for Fish #002098 for Window and Partial bathroom work at Windsor Green in the amount of \$659,430.

Peter Berry: Aye

Bernice Baran: Aye

Sahana Purohit: Aye

Melissa Wingfield: Abstained

Nancy Kolb: Aye

Motion Approved.

III. Old Business

A. Community Preservation Committee

Mr. Berry shared that the Committee has sent out application guidelines for CPC applications that are due on November 24th.

B. Acton Community Housing Corporation

Ms. Baran shared discussions that were happening at the ACHC meetings about funding of local programs and assistance for Homeowners. She stated there was discussion about reserves to for when properties become available in the future.

IV. Executive Director Update

Ms. Bible shared concerns about the possible Government Shutdown. Historically money has been released for potential shutdowns in advance so that there was no delay. At this time, we anticipated paying rents for October on time. Ms. Bible and Ms. Mora had a meeting with their 4th HUD representative this year to talk about upcoming needs and introductions. The Family Self Sufficiency Grant application was released and is promising considering fears of the grant's future. Ms. Bible had met with and toured Minuteman Tech in the hopes of working together on the gardening project at Sachem Way. Ms. Bible met with staff from the Department of Labor to tour the property and review concerns and training that may be needed.

V. Voucher

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

Approve the voucher in the amount of \$711,483.64.

Peter Berry: Aye

Bernice Baran: Aye

Sahana Purohit: Aye

Melissa Wingfield: Abstained

Nancy Kolb: Aye

Motion Approved.

VI. Public Comment.

There was no public comment.

At 3:425 pm Ms. Wingfield made a motion that was seconded by Ms. Baran to adjourn. and upon roll call the "Ayes" and "Nays" were as follows:

Peter Berry: Aye

Bernice Baran: Aye

Sahana Purohit: Aye

Melissa Wingfield: Abstained

Nancy Kolb: Aye

Motion Approved.

The motion was approved.

Respectfully submitted,
Melissa Bible
Executive Director

Documents and Exhibits Used During the meeting include Proposed Annual Plan, Wage Match Notice, 2025 Budget Amendment, Low Bidder Documents for #002098, Voucher for August