

ACTON COMMUNITY HOUSING CORPORATION

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held January 18, 2007 at 7:00 PM in room 126 of the Acton Town Hall. Present and constituting a quorum for the purpose of conducting business were: Ryan Bettez, Dan Buckley, Kevin McManus, Naomi McManus and Nancy Tavernier.

Associate Member: Pam Shuttle

Guest: Pat Clifford, Finance Committee representative

Davis Place Developers Joe Levine and Ed Flannery

- 1). Nancy Tavernier, Chair, called the Regular Meeting to order at 7:00 PM.
- 2). Kevin McManus moved to approve the minutes of the Regular Meeting of January 4, 2007. Naomi McManus seconded the motion and all members voted to approve.

3). Financial Report

Mr. McManus reviewed the ACHC's balance sheet through December 31, 2006. He reported the total liabilities & fund balance at \$189,039.02. This includes the \$150,000 CPA Community Housing Program Fund. The report will be submitted to the Assistant Town Manager for review.

4). Updates

A). Willow Central

Ms. Tavernier reported she and Ryan Bettez met with Dan Barton, the architect, and the draftsman on January 18, 2007 to review the construction plans. She noted the construction drawings will be completed by the end of next week. The units will have a range, refrigerator and dishwasher. The roofline was lifted on the bungalow to correct a headroom deficiency. Town Counsel to finalize the RFP once the construction drawings are completed. Ms. Tavernier has sent an alert letter to a number of local developers informing them of the upcoming RFP.

B). Massachusetts Avenue's LIP Unit

Ms. Tavernier reported she found an Assignment of Mortgage dated November 13, 2006 on the LIP unit. The members noted the Assignment of Mortgage was subject to the terms and provision of the Local Initiative Program Deed Rider which was attached to the recorded deed.

C). Madison Place

The Board of Appeals' (BOA) Public Hearing has been continued to January 29, 2007. It is anticipated the BOA's will be discussing their draft decision at the continued Hearing.

5). Old Business

A). Condo Buydown Program

Ms. Tavernier reported she had sent out a RFP to four consultants requesting their Bids for Consultant Services. The proposals are due January 25, 2007. She also sent a letter to the Selectmen notifying them of the Buydown Program and a list of anticipated expenditures over for the next 12 months for the Buydown Program.

B). First Time Homebuyers Course

Ms. Tavernier reported she sent a contract to the consultant who would be running the course. The course will be taught by the consultant in the spring through A/B Community Education.

C). Ellsworth Village

To date it was noted the Department Of Communities and Development has not sent a formal notice of approval for the affordable units.

D). CPA Housing Proposals

Ms. Tavernier informed the members that the CPC will be discussing the 2006 proposals next week. She noted she had sent documentation to the CPC members informing them that the Acton Housing Authority's request for funds for ADA improvements should be allowed as similar projects across the State have been funded with CPA monies.

6). Davis Place

Mr. Levine and Ed Flannery reviewed the construction drawings of the two Affordable Units in the development. The outward appearance of the affordable units will be the same as the market rate units. The interior of the affordable units will have carpeting instead of hardwood floors and vinyl flooring in the entry way, kitchen and bath areas, kitchen and vanity countertops will be formica, and master bath will have a shower/tub combination and a single vanity instead of a double.

7). New Business

Ms. Tavernier informed the members of a CPA request submitted by the Town for a River Street land purchase project located on the Lazaro site. The proposal would be for open space, recreation and community housing possibilities.

8). The Regular meeting adjourned at 9:15 PM with the next Regular Meeting was scheduled February 1, 2007 at 7:00 PM.

Respectfully submitted,

Naomi E. McManus, Clerk