

ACTON COMMUNITY HOUSING CORPORATION

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held February 1, 2007 PM in room 126 of the Acton Town Hall. Present and constituting a quorum for the purpose of conducting business were: Ryan Bettez, Kevin McManus, Naomi McManus, Nancy Tavernier and designated voting member Pam Shuttle.

Guest: Pat Clifford, Finance Committee representative
Stephen Burt, Consultant

- 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 18, 2007. Pam Shuttle seconded the motion and all members voted in favor.
- 3). Financial Report
Kevin McManus submitted the December 31, 2006 report to the Assistant Town Manager.
- 4). Updates
 - A). Willow Central
The Architectural Plans have been submitted to the ACHC, Town Counsel has finalized the RFP including the exhibits, Legal Notice to be posted in the Central Register February 14, 2007 and the Beacon, site tour to be held March 2, 2007, deadline for developer's proposals March 19, 2007, land disposition to be done when developer signs contract, ACHC to fund monument and anticipated project completion June 2008. It was agreed that Town Counsel's legal bills associated with the project's RFP will be paid by using the remaining \$5000 from the State's Priority Development monies. The members thanked Ryan Bettez and Nancy Tavernier for their hard work in bringing the project to the RFP phase.
 - B). Robbins Brook Lottery
There were six applicants for the lottery of four affordable units. Three units went to local applicants and the fourth to a non local. The consultant is reviewing the applications for eligibility.
 - C). Somerset Hills
It was noted the developer is still in the first phase and has not begun the rehab of the units which will be sold as affordable units.
 - D). Massachusetts Avenue LIP Unit
No additional information to date. Ms. Tavernier will contact the Department of Housing & Community Development (DHCD) regarding the status of the foreclosure by the mortgage company.

E). Madison Place

The Board of Appeals approved Madison Place's 40 B application with conditions. One of the conditions is that when the house is moved that it is placed on a permanent foundation.

4). Stephen Burtt, Consultant for Affordable Housing

Mr. Burtt reviewed with the members his approach to affordable housing. He is interested in working with the ACHC to develop affordable housing on Town owned land. He discussed the many pitfalls and the number of hours a volunteer board would need to expend to accomplish this goal. He suggested hiring him as the developer and he would take on the coordination and tasks necessary in bring a project to fruition.

5). Old Business

Ms. Tavernier reported she had received the signed contract from the consultant for the First Time Homebuyer's course which will be offered in the spring through A/B Community Education Classes.

6). New Business

A). Condo Buydown Program

Ms. Tavernier, Ms. McManus and Ms. Shuttle reported that they had interviewed the two consultants who submitted proposals for the Condo Buydown Program. The members discussed the two proposals noting that one of the firms required the ACHC to provide indemnification. The consultant was told that the ACHC could not sign a contract with an indemnification clause. The consultant stated she would speak to her other partners regarding the clause and get back to the ACHC. A formal vote was deferred until the next Regular Meeting.

B). Planned Development Fund

The members discussed applying for additional state monies but agreed not to submit an application for this round of funding since we did not seem to have eligible project.

7). The Regular Meeting adjourned at 9:15 PM. The next Regular Meeting was scheduled for February 15, 2007 at 7:00 PM.

Respectfully submitted,

Naomi E. McManus
Clerk