

ACTON COMMUNITY HOUSING CORPORATION

Pursuant to notice given a Regular Meeting of the Acton Community Housing Corporation (ACHC) was held April 26, 2007 at 7:00 AM in room 126 at 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: Bernice Baran

- 1). Nancy Tavernier, Chair, called the Regular Meeting to order at 7:00 AM.
- 2). Naomi McManus moved to approve the minutes of the Regular Meeting of April 5, 2007. Kevin McManus seconded the motion and all members voted to approve.

3). Financial Report

Ms. Tavernier reported that at the next Community Preservation Committee (CPC) meeting they will be approving the monies granted to the ACHC at the Annual Town Meeting.

4). Willow Central Project

A). Disclosure of Financial Interest

Ms. Tavernier informed the members that because Maureen O'Hagan of MCO Housing Service was currently under contract to the ACHC to prepare a Ready Buyer List for the Condo Buydown Program for a flat fee of \$5,835 the ACHC and Mark O'Hagan must sign a Disclosure of Financial Interest By Municipal Employee and Determination By Appointing Authority as required by G.L.c. .268A, 19. Mark O'Hagan is the Principal of MCO Housing Services and will benefit financially from the ACHC's contract with his sister. The members agreed the financial interest was not so substantial as to affect the integrity of the services to be provided by Mark O'Hagan should he be the selected developer. Kevin McManus moved to authorize Nancy Tavernier to sign the Disclosure of Financial Interest for the ACHC and Ryan Bettez seconded the motion. All members voted to approve.

B). Selection Committee recommendation

Ms. Tavernier and Ryan Bettez informed the ACHC members of the Selection Committee's report and recommendation for a developer of the project. They explained that two developers submitted a proposal, Mark O'Hagan of MCO Housing Services and Steve March of Westchester Corporation. .Mark O'Hagan's proposal requested a zero subsidy while Steve Marsh's proposal requested a \$318,000 subsidy. The Selection Committee met with both developers and after a review of both proposals voted to recommend to the ACHC the proposal by Mark O'Hagan.

C).Certificate of Vote

At a duly notice meeting on April 26, 2007, upon a motion made by Kevin McManus and duly seconded by Dan Buckley, the Board of Directors of the Acton Community Housing Corporation (ACHC) voted to award MCO & Associates, Inc. (MCO) the Disposition of Municipal Real Estate for Affordable Housing Purposes (“RFP”). The RFP was issued on February 14, 2007. MCO’s response was submitted on March 19, 2007, and corrected on April 5, 2007. This vote to award was made subject to and conditional upon all terms and conditions of the RFP and upon the following:

- 1). The award of this contract is subject to Chapter 143 of the Acts of 1996, M.G.L. c. 30B, 16, and Article 29 adopted at the Acton Town Meeting of April 4, 2006.
2. ACHC’s Disposition of the Property is subject to approval of the Acton Board of Selectmen under 2 (d) of Chapter 143 of the Acts of 1996.
3. MCO & Associates, Inc, shall execute and deliver to ACHC both originals of the Disposition Agreement within thirty (30) days of the date of this notice of award (or within any extension to which ACHC may agree in writing).

And further to authorize ACHC’s Chair Nancy Tavernier to execute all documents and take all actions necessary to (a) acquire the Property at 28 Willow Street and 214 Central Street, Acton from the Town of Acton, (b) acquire a perpetual Access & Utility Easement from Flannery substantially in accordance with Easement dated April 3, 2006 and (c) re-convey that Property and that Easement to MCO in accordance with this Certificate of Vote, the attached Disposition Agreement and the RFP which is signed by Naomi McManus, Clerk of the ACHC.

C). Execution of Disposition Agreement

Naomi McManus moved to authorize the Execution of Disposition Agreement once the Town Counsel assures the ACHC that the developer will be bound to the project as proposed by ACHC through the deed. The motion was seconded by Kevin McManus and all members voted in favor.

D). Steinberg-Lalli Donation

Kevin McManus moved to authorize Nancy Tavernier, Chair, to sign the Memorandum Agreement in which the Grantor intends to make a grant in the total amount of \$100,000 to ACHC, which shall be expended by ACHC solely in furtherance of the Willow Central Project. Motion was seconded by Ryan Bettez and all members voted to approve.

The members discussed the following uses of the Steinberg-Lalli donation for Willow Central:

1). Should the Acton Housing Authority (AHA) elect to purchase the 3BR duplex unit, a portion of the grant could be used to buydown the price of the unit for the Authority. Before the Authority could vote to purchase a unit they would first need to issue a Request For Proposals from developers for the purchase of new construction of a three (3) bedroom unit.

2). Provide a brick walkway to the front doors of the units.

3). Monies to be set aside for a Reserve Fund for the septic systems and normal maintenance

4). A concrete sidewalk on the Central St. side

E). Legal Expenses

Based on Ms. Tavernier recommendation Naomi McManus moved to use Administrative Funds from the 2005 CPC's grant to cover the remaining legal expenses through Closing that the ACHC has incurred relating to the Willow Central Project. Ryan Bettez seconded the motion and all members voted in favor of the motion.

5). Robbins Brook Units

Ms. Tavernier reported that she has notified the Beacon, Council on Aging and the Acton Housing Authority of the availability of the three affordable units at Robbins Brook. The units will be sold at \$166,000 to eligible 55 year and older applicants who qualify under the State's Local Initiative Program regulations.

6). Old Business

A). Davis Place

Ms. Tavernier reported the Informational Session for Davis Place had 6 households attend. The deadline for submitting the lottery application is May 4, 2007 and the lottery will be held May 17, 2007.

B). Condo Buydown Program

To date the Department of Housing and Community Development has not approved the Condo Buydown Plan submitted by the ACHC's consultant.

C). First Time Homebuyers Course

The course began May 25, 2007 with a final count of 11 households, 15 attendees.

7). New Business

Ms. Tavernier informed the members that she had been approached by an individual who would like to make a donation to the ACHC to purchase land to develop for Affordable Housing. Ms. Tavernier and Ms. McManus will speak to Jim Fenton regarding the possibility of purchasing the land he owns behind Ericson Grain Mill.

8). The Regular Meeting adjourned at 8:45 AM and scheduled the next Regular Meeting for May 17, 2007 following Davis Place's Lottery at 7:00 PM.

Respectfully submitted,

Naomi McManus, Clerk ACHC