ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
AUGUST 14, 2007

Present: Bernice Baran, Nancy Kolb, Ken Sghia-Hughes, and Robert Whittlesey
Absent: Dennis Sullivan
Also Present: Kelley Cronin
Attending: Virginia Loftus

Mr. Whittlesey called the meeting to order at 7:40 p.m.

1. Ms. Baran made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

   Approve the minutes of the July 10, 2007 meeting.

2. Executive Director's Report
   Ms. Cronin reviewed the new Budget Guidelines and Executive Director Salary schedule issued by the Department of Housing and Community Development, (DHCD). Bob proposed that the Executive Director compute the new salary schedule and send it to the Board for review before the next meeting.

   Ms. Cronin handed out the schedule for check signers. She said she would e-mail it to everyone as well.

3. New Business
   Mr. Whittlesey explained how Mike Jacobs developed the Pro-Forma for a parcel that is privately owned. He suggested everyone take time to review it.

   Ms. Cronin discussed additions to the Affirmatively Further Fair Housing policy and asked Board members to read it so that any additions or deletions can be made at the next meeting.

   Ms. Cronin handed out the Financial Reports prepared by the AHA's accountant for June 30, 2007.

   Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

   Approve the June and July vouchers as presented.

4. Old Business
   Ms. Baran updated the Board on the ACHC. Ms. Cronin handed out a draft RFP for the purchase of a three bedroom condominium unit for the Boards review.

Mr. Sghia-Hughes updated the Board on activities of the CPC. Ms. Cronin handed out the Central Register notice for the purchase of the unit at Somerset Hills. The AHA's attorney Sue Cohen, approved the notice and advised the Executive Director to describe it as a unique acquisition. Ms. Cronin updated the Board on the other CPC projects that were funded. The Board agreed to let the CPC know that the Capital Funds would be used to purchase another smoke eliminator.

Mr. Sghia-Hughes made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

Adjourn the meeting at 9:40pm.

Respectfully submitted,

Kelley A. Cronin
Executive Director