

# ACHC MASTER FILE INDEX

September 2010

## Master File Index for DocuShare

### ADMINISTRATION

Annual Reports as Corporation MA Secretary of State

Banking (kept in home files by year, chair and treasurer)

Bylaws, 2008

Committee handbook (electronic)

Town of Acton Website:

<http://www.acton-ma.gov/DocumentView.aspx?DID=733>

Ethics Laws, ACHC members

First Time Homebuyers/Unit Owners

Chart (kept in home files) CONFIDENTIAL

Info packet

Housing Gift Funds

Pulte (see Robbins Mill Gift Fund)

Steinberg-Lalli

Insurance and bonding

Legal Advice CONFIDENTIAL

Legal expenses

Mailing list (kept in home files) CONFIDENTIAL

Meeting packets (Town Hall July 2010 -)

Meeting schedule

Minutes, 1987- 2005 (Town Hall files), 2006 - present on town server,  
all minutes 1987-present at Town Clerk

Open Meeting Law

Electronic Link to law

Tax Exempt/IRS records

Annual filing with IRS

1989-1996

1996-2008

Articles of Organization

### **AFFORDABLE HOUSING INFORMATION**

Affordable housing topic and handouts

Chapter 40B

Comprehensive Permit Policy (BOS/PB)

See Town of Acton Website, Planning Department:

[https://doc.acton-ma.gov/dsweb/Get/Document-](https://doc.acton-ma.gov/dsweb/Get/Document-12441/Acton%20Comprehensive%20Permit%20Policy-April%202006.pdf)

[12441/Acton%20Comprehensive%20Permit%20Policy-April%202006.pdf](https://doc.acton-ma.gov/dsweb/Get/Document-12441/Acton%20Comprehensive%20Permit%20Policy-April%202006.pdf)

Comprehensive Permit Rules (ZBA)

Developers

Development Guide (ACHC)

Housing Conferences

Local Need

Milestones in Acton

### **AFFORDABLE HOUSING UNITS – ACHC**

670 Mass Ave. (previously 668)      CONFIDENTIAL

Disposition agreement, 2009-2010

Foreclosure

Inspection

Refinance record

Sale records

Refinancing local units

Resales local units

Subsidized housing inventory report

### **DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT (MA)**

EO418 report “To Live in Acton” (electronic link)

See Town of Acton website, Planning Board:  
<https://doc.acton-ma.gov/dsweb/View/Collection-2276>

Local Initiative Program (LIP) Program and guidelines

[http://www.mass.gov/?pageID=eheadterminal&L=3&L0=Home&L1=Community+Development&L2=Chapter+40B+Planning&sid=Ehed&b=terminalcontent&f=dhcd\\_legal\\_ch40bguidelines&csid=Ehed](http://www.mass.gov/?pageID=eheadterminal&L=3&L0=Home&L1=Community+Development&L2=Chapter+40B+Planning&sid=Ehed&b=terminalcontent&f=dhcd_legal_ch40bguidelines&csid=Ehed)

Local Initiative Program (LIP) approval letters (see individual 40B developments)

Local Initiative Program (LIP) – Local Action units

Planned Production Plan (electronic link)

See Town of Acton, Planning Department website: Acton/Chapter 40B - Planned Production Plan <https://doc.acton-ma.gov/dsweb/Get/Document-9110/0ggz2xlf.pdf>

Priority Development Fund (DHCD/MH)

Refinancing affordable units

Resales of affordable units

Smart Growth

Soft Second Loan

Subsidized Housing Inventory units

## **DEVELOPMENTS**

Acorn Park

2 units off site (see West Rd. and Minuteman Rd.)

Adams St.

Alexan (Concord)

Audubon Hill

Avalon Bay (see also Woodlands)

Bellows Farm off site units

Bellows Farm handicapped unit

Bellows Farm - 365 Central St.

Bellows Farm - 40 (48A) Conant St.

Bellows Farm – 670 (668) Mass. Ave. (see also Afford. Hsg. Units ACHC)

Bellows Farm – 40 Nylander Rd.

Bellows Farm – 101 Stow St.

Bellows Farm – 100 Willow St.

Blanchard Place

Blanchard Place unit owners CONFIDENTIAL

Crossroads (see also file at Town Hall)

Crossroads unit owners CONFIDENTIAL

Davis Place

Davis Place unit owners CONFIDENTIAL

Dunham Park

Ellsworth Village

Faulkner Mill

Faulkner Mill unit owner CONFIDENTIAL

Fort Pond Brook Place

Fort Pond Brook Place unit owners CONFIDENTIAL

Franklin Place

Franklin Place unit owners CONFIDENTIAL

Habitat for Humanity (82 River St.)

Harris Village

Harris Village Condo fees

Harris Village Handicapped unit

Highgrove Estates

Lalli Terrace

Lalli Terrace unit owners CONFIDENTIAL

Lillian Rd.

Madison Place

Madison Place Unit Owners CONFIDENTIAL

Marsh View (93 Central St.)

McCarthy Village (AHA)  
Minuteman Rd. (Acorn Park)  
Miscellaneous developments  
New View  
99 Parker St. (see electronic filing)  
19 Railroad St.  
Richardson Crossing (113 Central St.)  
Robbins Brook Assisted Living  
Robbins Brook Residences  
Robbins Mill Estates housing gift fund  
Somerset Hills  
Somerset Hills Unit Owners CONFIDENTIAL

**Towne School – Phase 1: 2001-2005**

Towne School Developer selection 2003  
Towne School Feasibility study 2002  
Towne School Lease issues  
Towne School Reuse committee  
Towne School RFP #1 2003  
Towne School School Committee issues  
Towne School Town Meeting

**Towne School – Phase 2: 2006-**

Towne School Comprehensive Permit application  
Towne School Comprehensive Permit decision (see electronic files)  
Towne School Environmental issues (study and oil tank removal)  
Towne School Funding challenges (see current 2007-)  
Towne School – Maps (see Town Hall files)  
Towne School Proposal – Common Ground

Towne School RFP #2 2006

West Rd. (see Acorn Park)

Westside Village

Westside Village Unit Owners CONFIDENTIAL

**Willow-Central**

Willow-Central Appraisal

Willow-Central Board of Selectmen

Willow-Central Comprehensive Permit application (see electronic)

Willow-Central Comprehensive Permit decision

Willow-Central Conveyance ACHC to O'Hagan

Willow-Central Developer Proposals

Willow-Central Developer selection

Willow-Central DHCD – LIP application

Willow-Central Disposition agreement ACHC & BOS

Willow-Central Disposition agreement ACHC & O'Hagan

Willow-Central Environmental reports (see Town Hall files)

Willow-Central Flannery Easement

Willow-Central Gift funds

Willow-Central Lottery and marketing

Willow-Central Preliminary Proposal

Willow-Central Preliminary Design, Architectural

Willow-Central Preliminary Design, Engineering

Willow-Central Preliminary Design, Engineering RFP

Willow-Central RFP (see electronic and Town Hall files)

Willow-Central Unit – Acton Housing Authority

Willow-Central Unit – 212 Central St. CONFIDENTIAL

Willow-Central Unit – 28 Willow St. CONFIDENTIAL

Woodlands (see also Avalon Bay) 2004

Woodlands (see also Avalon Bay) 2005

Woodlands Senior Residence

## **HISTORY - ACHC**

Affordable housing study, Town of Acton 1989

Board members

Dissolution of ACHC as Corporation

Early Years 1986-1992

Home Rule Petition 1995 – 1996

Long Range Plan 1988

MHP - Partnership Planner

## **MISCELLANEOUS PROGRAMS**

American Dream Initiative

Capital Improvement Program

Condo buy down program, general

Condo buy down program – ACHC

Condo buy down - Acton Housing Authority

Condo buy down DHCD – LIP

Condo buy down – legal documents

Condo buy down – Lottery, Marketing and Ready Buyer list

Condo buy down 5 Drummer Rd. unit

Community Preservation Act - Housing

Down Payment assistance program

Financial Literacy

First time home buyer course

Foreclosure Prevention

Habitat for Humanity

Lottery information

Monitoring Agent

**TOWN BOARDS AND DEPARTMENTS NO SCAN**

Acton Housing Authority

Assessor, Tax assessor

Memo re: affordable assessments

Board of Selectmen Oversight meetings

Community Services Coordinator

Transitional housing fund

Planning Board

Master Plan

Procurement issues

Town Departments

Town land

9/13/10