ACTON HOUSING AUTHORITY
BOARD OF COMMISSIONERS MEETING
68 WINDSOR AVENUE, ACTON MA 01720
MINUTES
SEPTEMBER 11, 2007

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

Mr. Whittlesey called the meeting to order at 7:30 p.m.

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

   Approve the minutes of the August 14, 2007 meeting.

2. Executive Director's Report
   Ms. Cronin reviewed numerous housing events that were coming up that Board members are invited to attend. Ms. Cronin let the Board know about an organization, Smiling Kids, that has been donating gift certificates to the children in our housing on their Birthdays. The card and gift certificates come to our office for distribution to protect our tenants' privacy. The Council on Aging is continuing to conduct outreach visits to AHA residents. Ms. Cronin discussed the 689 Task Force she is participating on with other HA's and State Agencies.

3. New Business
   Ms. Cronin distributed the Single Audit conducted by Walsh and Assoc. The Board discussed the upcoming meeting with the Housing Consultants and issues to be addressed.

4. Old Business
   The Board discussed and reviewed the RFP for the purchase of a three-bedroom condominium. Mr. Sullivan made a motion which was seconded by Mr. Sghia-Hughes and unanimously voted in the affirmative to:

   Approve the Request for Proposal for the purchase of a three-bedroom condominium not to exceed $300,000.

   The Board discussed the timing of the Executive Director contract as it relates to the Fiscal Year. The Department of Housing and Community Development Budget Guidelines issued every year set salary guidelines for employees under the State Aided Housing programs. The Board decided to have the contract coincide with the yearly budget cycle. Mr. Sghia-Hughes made a motion which was seconded by Ms. Kolb and unanimously voted in the affirmative to:

Extended Ms. Cronin's contract until the end of the current fiscal year, December 31, 2007.

Ms. Cronin discussed additions to the Affirmatively Further Fair Housing policy. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

Approve the policy as written.

Mr. Whittlesey adjourned the meeting at 9:00 p.m.

Respectfully submitted,

Kelley A. Cronin
Executive Director