

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, 22 July 1985, 7:30 PM, 68 Windsor Avenue

Attendance: Joseph Mercurio, James Sargent, Leah Nazarian, Marlin Murdock. Betty McManus, Anne Puzella, Ann Hosmer/Acton Housing Authority. Jean Schoch/League of Women Voters.

Absent: Barbara Yates.

1. Marlin Murdock, Chairman, called the Regular Meeting to order at 7:30 PM.
2. Minutes of the Regular Meeting, 8 July 1985, were approved.
3. The Cash Dispersements were approved for the periods 6/4/85 - 6/25/85 and 7/1/85 - 7/22/85.
4. Old Business
 - A. The Annual Meeting of the Yankee Village Condominium Association will be held July 28, 1985 at 4 PM.
 - B. Leah Nazarian volunteered to attend a Trustees Meeting at Yankee Village with Betty McManus, Executive Director, on July 24, 1985. The Authority has requested a joint meeting with the Trustees to discuss the policy of charging fines instead of giving warnings for first offenses and/or infractions of the rules. The increased Condo fee of \$10 for each unit to cover the additional cleaning of the hallways will also be discussed.
 - C. Colonial Pines Condominium's annual meeting will be held on July 31, 1985 at 7 PM. James Sargent and Anne Puzella will represent the Authority.
 - D. The Director recommended to the Board that a telephone answering device be purchased rather than an answering service. The monthly maintenance cost and the initial start up of the answering service is not cost efficient for the Authority. The Director will make a final recommendation on the type of phone mate which would best serve the needs of the office at a later date.
 - E. The following individual will be contacted by the staff or Board Members to invite them to serve on the Citizen's Advisory Committee for the 689 Project.
 1. Mr. and/or Mrs. McNicholas, to be contacted by the Director.
 2. Corrine Orcutt, to be contacted by Marlin Murdock.
 3. A Representative of the Board of Selectmen, to be contacted by the Director.

4. Lynn Courtney-Knights, to be contacted by Leah Nazarian.
 5. Rev. Rozwell Cummings, to be contacted by Joseph Mercurio.
 6. George Annis, to be contacted by James Sargent.
 7. Nancy Carroll, to be contacted by Marlin Murdock.
- F. To date the Certificate of Insurance has not been submitted by Eliot Mental Health Center for 27 Concord Road. The sense of the Board is that if the insurance Certificate has not been received by 6 PM, July 24, 1985, the Authority would terminate the lease signed with the Eliot Community Mental Health Center.
- G. EOCD's memo "Evaluation of Contractor" was noted.
- H. Update on 667-2/705-1 Complex.
1. Acton's Building Commissioner has questioned the waiving of the plumbing and electrical Inspectors' fees by the Selectmen. He is reviewing the matter with the Town Manager and will inform the Authority of the final decision.
 2. Cathy Dennis of Sudbury Gardens has agreed to postpone the installation of barrier fencing along the property line until the Board and her family can discuss the options on September 9, 1985.
 3. The Fire Department has granted the Authority permission to name the access road Sachem Trail, The Historical Society has been requested to supply any information they have regarding the name.
5. New Business
- A. The Director informed the Board that a request for "Extra Services" has been submitted to EOCD for Legal counsel in connection with the legal work completed on 667-2/705-1 Project.
6. The Executive Director's Report
- A. The Authority has received written confirmation that the Public Officials Liability Insurance has been obtained to cover the staff and the Board Members.
- B. An abutter if 27 Concord Road has contacted the Authority regarding an incident. The Director informed the abutter that the matter will be taken up with the agency in charge of the program. The abutter was assured that the Authority felt confident a repeat of the incident would not occur.
- C. A pre-design meeting took place on July 9, 1985 at EOCD with representatives from the Authority, DMH area office, Eliot Community Mental Health Center, the Acton Housing Authority's architect and EOCD. EOCD reviewed the anticipated time schedule, programmatic

changes, and proposed exterior and interior design changes. The Authority's architect was instructed to do survey drawings showing the current layout of the house and Concept drawings for EOCD's review.

- D. A resident living at Windsor Green has informed the Director she will be moving due to an asset change.
 - E. A letter questioning Autocall's (fire alarm system at Windsor Green) bill for \$1193.00 was reviewed. The Director stated that the Authority should not be charged the full amount as part of the bill represented work which should have been completed when the alarm system was first installed.
 - F. A formal written notice that the Authority no longer wanted General Liability Insurance on the 65 units of Section 8 Existing Housing was reviewed.
 - G. EOCD's memo regarding "Exposure Risk Survey of Local Housing Authorities" was noted.
 - H. Tully trash pick up service has increased \$14 a month or \$168 annually for Windsor Green.
 - I. Acton's Town Assessor has obtained a Deposition from the Director affirming the Rental Surveys were actually compiled by the Authority.
 - J. MMDT is currently at 7.70%.
 - K. The General Liabilities premium covering Windsor Green and the nine Condominium units owned by the Authority has increased due to the awarding of a new State Contract.
 - L. The proposed Regulating Amendments for the New Teller Program were noted.
 - M. The Board reviewed the Director's letter written to Priscilla Green, Supervisor of the Visiting Nurses, informing her Department of the Authority's policy for termination of incapacitated individuals.
 - N. Ken DiNisco, Architect for Windsor Green, has visited the complex to observe the wood rot and other problem areas throughout the complex. EOCD has verbally informed the Authority that Ken DiNisco and Congress Construction (original General Contractor for Windsor Green) will make the necessary repairs, but formal written notice has not been received.
 - O. The Board reviewed the monthly rentals of the Apartment stock in the Acton and Boxboro area.
7. The Regular Meeting adjourned at 9:30 PM.

8. The Regular Meetings of August 5, 1985 and August 19, 1985 were canceled. The next Regular Meeting will be held on September 9, 1985 at 7:30 PM.

Respectfully submitted,

Naomi E. McManus
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Executive Director