

ACTON HOUSING AUTHORITY



Minutes of the Regular Meeting, October 21, 1996, 7:30 pm at 68 Windsor Avenue, Acton, MA.

Attendance: Diane Poulos Harpell, Jean Schoch, Wanda Sharpe. Naomi McManus/  
Acton Housing Authority

Absent: Tom Dill, John Noun

Guest: Douglas Okum, Architect for the remedial repair work at Windsor Green; Ken Moreland, Tenant Representative from Windsor Green

- 1). Jean Schoch, Vice Chairman called the Regular Meeting to order at 7:30 pm.
- 2). Wanda Sharpe moved that the Minutes for the Regular Meeting be approved. Diane Poulos Harpell seconded the motion and all members approved.
- 3). Executive Director's Report
  - A). Based on the Executive Director's recommendation Diane Poulos Harpell moved that the Executive Director be authorized to contract with Utility Management Group to audit the Authority's electric bills, gas bills and water bills for the two complexes, Windsor Green and McCarthy Village. Wanda Sharpe seconded the motion and all members voted to approve.
  - B). The Board was informed due to potential liability issues the AHA staff is no longer able to move tenant's cars when the parking lots need to be plowed. Tenants have been advised to store their cars off site if they are unable to move them when the parking lots need to be plowed.
  - C). Windsor Avenue/Central Street Traffic Study Committee will be having an open a public meeting on 10/17/96.

4). New Business

A). The Board reviewed the Annual Operating Budget Revision #1 for 1996. Based on the recommendation of the Executive Director Diane Poulos Harpell moved that Jean Schoch be authorized to sign the Budget Revision #1 showing a total Operating Receipts of \$380,345 and a total Operating Expenditure of \$456,650 thereby requesting a subsidy of \$76,310 to be submitted to the Department of Housing and Community Development for review and approval. Wanda Sharpe seconded the motion and a roll call vote was passed by a vote of 3 to 0.

B). Doug Okum met with the Board, staff and a Windsor Green tenant

representative to discuss various options to correct the exterior wood rot, sagging bathroom windows and deck railing problems at Windsor Green. Discussion followed regarding the use of siding versus paint and alternatives to correct the bathroom windows and the deck railings. Board Members and a tenant representative was invited to attend the kick off meeting scheduled with DHCD's staff at the Authority's office on 10/31/96.

5). The Regular Meeting was adjourned at 9:10 pm. Next Regular Meeting was tentatively scheduled for 11/4/96.

Respectfully submitted,

A handwritten signature in cursive script, reading "Naomi E. McManus".

Naomi E. McManus  
Executive Director