

ACTON HOUSING AUTHORITY

Minutes of Regular Meeting, 7:30 P.M., 5 January 1981, 68 Windsor Avenue

Attendance: Joseph Mercurio, Marlin Murdock, James Sargent, Betty McManus
Barbara Yates/Acton Housing Authority
Mary Reed/League of Women Voters

Absent: Ann Courtright, Paul Der Ananian/Acton Housing Authority

1. Minutes of Regular Meeting of 15 December 1980 were approved.
2. Joseph Mercurio reported on "Personnel Policy Handbook", Phase II. The policies were reviewed by the Board and the Executive Director was instructed to make the necessary changes and have the revised policy retyped for final Board approval.
3. Executive Director's Report
 - A. League of Women Voters Housing Panel, 7 January 1981. The Executive Director has been asked to participate.
 - B. Windsor Green Report
 1. Ice spots between Units 5 and 6 on walkway to trash area caused by lack of fill in grading area has been blocked off and residents instructed to use other trash areas until condition has been repaired.
 2. Water bug problem of six weeks ago has returned. Board instructed Executive Director to seek out extermination services best able to address the problem effectively.
 3. Two tenants have been injured and required hospital treatment. One fell on roadway, and one fell in her apartment. The Board was assured that both incidents were caused by the tenants themselves.
 4. Electric striker in Unit 16 Handicapped is again not functioning as originally designed. Congress Construction has been informed.
 5. Metal Handicapped ramps have been installed.
 6. Mylars of record drawings from Congress still have not been sent.
 7. A few incidents noted of leaks around sliding doors and freezing of tracks for sliders.

8. Individual heat problems are being worked out by the staff.
 9. Escrow Account closed for White Cap - funds returned to general account.
 10. Circuit breaker in Building #5 was tripped. Interstate investigated incident and assured staff there was no electrical cause for the tripped breaker.
- C. HUD has requested Executive Director to update Section 8 Administrators Plan. This will be done in the next few months with Board approval and submitted to HUD.
 - D. HUD has requested a 24 month audit on Section 8 Rental Program. Executive Director will contact five CPA's for bids on audit.
 - E. HUD has notified the Authority of future funding for Public Housing. The Board felt at this time they would not apply because of current pre-development plans on new grant from EOCD.
 - F. On February 19 and 20, EOCD has requested all Housing Authorities to send their Executive Directors to a meeting.
 - G. There will be a Conference for Housing Authorities with Massachusetts legislators on February 3, 1981 at the Parker House in Boston.
 - H. The Executive Director will be on Jury Duty January 26, 1981.
4. Old Business
- A. Interstate has been requested to submit their cost for additional lighting of the roadway at Windsor Green.
 - B. Ken DiNisco and the Executive Director has requested Boston Edison to give the Authority a credit for electricity bought on "peak time" for Building I and the Community Building during the period from September 26 to December 9, 1980.
 - C. Update on correspondence with Interstate on charge to investigate sewer pump.
 - D. Discussion of letter to Conservation Commission from Ken DiNisco. Board was assured that the Maintenance Staff will follow recommendations noted by architect for servicing the drains throughout the complex.
 - E. Marlin Murdock presented his report on Housing Quality Standards Unit Inspection. After discussion by the Board it was voted to accept the recommendation as dictated in the report and that the Executive Director should incorporate the report in the Personnel Practices Handbook as a procedural policy for inspecting Section 8 units.

- F. The Chairman's letter of recommendation for Congress Construction was discussed. The Board approved the letter and instructed the Executive Director to send it to Congress Construction.
5. New Business
- A. The HUD Liability Program offered by James Insurance was discussed and the Executive Director was instructed to check with neighboring Housing Authorities and the Authority's accounting services and report back to the Board on her findings.
- B. Letter of Acknowledgement from Assabet Institution for Savings noted.
- C. EOCB's Field Representatives will be known in the future as "Coordinators". He/she will coordinate all programs administered by the Authority under the state.
- D. All brochures and letters of interest from architects submitted by 24 December 1980 at 3 P.M. were reviewed by the Board. Fifteen architects were selected out of 44 architects requesting to be considered for the new grant awarded Acton for Housing of Elderly and Families. From these 15 the Board will select, on 19 January, 5 to 7 architects who will be interviewed personally by the Authority.
6. Motion made to adjourn by Marlin Murdock at 10:30 P.M. Jim Sargent seconded the motion. A vote was called - dissenting vote cast by Joseph Mercurio. Mr. Mercurio expressed concern that in the future all members of the Board should be encouraged to attend the Housing Authority meetings. After this statement he voted for adjournment.
7. Next Regular Meeting will be Monday, 19 January 1981, 7:30 P.M., 68 Windsor Avenue.

Respectfully submitted,



Naomi E. McManus
Executive Director
Acton Housing Authority