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ACTON HOUSING AUTHORITY

Judith P. Keane
TOWN CLERK, ACTON

Minutes of Regular Meeting, 7:30 P.M., 3 March 1980, Acton-Boxborough Regional High School

ATTENDANCE: Robert Storella, Ann Courtright, Joseph Mercurio, James Sargent, Paul DerAnanian, Betty McManus/Acton Housing Authority
Cleon Phelps, Anne Staples, Nellie Campbell, Ruth Gill/
Citizens Advisory Committee
Mary Reed/League of Women Voters

1. Minutes of the Regular Meeting of 4 February 1980 were approved.
2. Architect's Report

Jim Sargent introduced a letter to the Authority from Ken DiNisco, requesting a \$25/week raise to a salary of \$375/week for Jim Finigan, Clerk of Works at Windsor Avenue. Ken noted that Finigan has done an excellent job and that the DCA Project Inspector for Acton speaks highly of his performance and also that the present minimum DCA approved salary for Clerks is \$375/week. After some heated discussion, the Chairman stated that he had asked that Ken DiNisco not attend this meeting because of other more pressing Authority business and that Ken should get a chance to personally address this subject with the Authority. The Authority members agreed to table the matter until the next meeting. The Secretary will notify Ken DiNisco that he should attend.

3. Treasurer's Report

Howard Gorney, the Authority's attorney, has stated that he has been overpaid by the Authority; therefore, the Treasurer has sent him a check for \$17.00 to cover contractual fees for the month of January.

Bob Pyne of DCA needs a lead-time of 1½ months in order to make final payment to the Authority for completion of the Development Phase of Windsor Green. Joe Mercurio will compile a listing of anticipated expenditures to submit to DCA.

Joe stated that postage for distribution of information and instructions concerning Windsor Green had come to \$150.00.

MOVED: To approve the expenditure of \$150.00 for postage to mail information to potential applicants for Windsor Green Housing for the Elderly and Handicapped.

VOTED.

4. Tenant Selection Procedures

Application/Instruction Forms: The Application Form and Instructions to the Application Form were discussed at length and approved by the members. Betty McManus will make sufficient copies for the date of application. Consensus of the members was that a number of incomplete applications would be received, but that there would be suffi-

cient time to help people complete them. Emphasis will be on the 29 March 1980 deadline for submission.

Processing Details for 15 March 1980: Briefly:

Applicants will arrive at the main door of the school only.

Doors will be opened at 6 A.M. by Custodian; Town Police Officer on duty will insure that applicants proceed in order to the front of the chairs provided (in line from front of door of cafeteria along hallway) and take seats.

Housing Authority will open doors of Cafeteria at 8 A.M. Public Health Service Nurse will be on duty from 8 A.M. until 12 noon.

An information desk will be located at entrance to Cafeteria door to control applicants' entrance and to explain procedures; inside, other desks will be manned with Authority members, who will hand out and date/time applications, control numbers, and receipts, and receive the applicant's signature on the official ledger.

(Betty will see that signs are posted on all doors of the Junior High School to direct applicants to proper entrance; will insure that chairs and tables are properly placed; will maintain a bulletin board in the lobby; and will notify the Fire Department emergency crew of the necessity of quick response in case of emergency.)

Jim will obtain the Town Hall's date/time stamp machine. Ann will purchase doughnuts. The Junior Women's Club will man the coffee bar.)

MOVED: To reimburse Ann Courtright for cost of doughnuts, etc. which she will provide for the Elderly Housing applicants on 15 March 1980.

VOTED.

Schedule for Authority Members on 15 March 1980:

Bob Storella -	8 A.M. to 12 noon
Ann Courtright -	8 A.M. to 12 noon
Paul DerAnanian -	8 A.M. to 10 A.M.
Joe Mercurio -	12 noon to 3 P.M.
Jim Sargent -	12 noon to 3 P.M.

Information Session on 22 March 1980: Applicants will be notified on 15 March 1980 that Jim and Betty will be available in the Junior High Cafeteria from 9 A.M. to 12 noon to answer any questions regarding completing the application.

5. Old Business

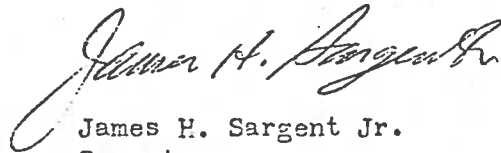
Paul DerAnanian stated that Schier, Schier and Graham had agreed to provide necessary legal services beyond the scope of the Chapter 667 contract at the rate of \$50/hour. He contacted another attorney who quoted a rate of \$35/hour.

Ann Courtright suggested sending a letter to all local attorneys

regarding such fees.

The matter was tabled until the next meeting.

6. Next Meeting: Monday, 17 March 1930, 7:30 P.M., ABRHS Guidance Library
7. The meeting adjourned at 10 P.M.



James H. Sargent Jr.
Secretary
Acton Housing Authority