

ACTON HOUSING AUTHORITY

RECEIVED & FILED
DATE ³⁹ JUL 28 1980

Ruth K. House
TOWN CLERK, ACTON

Minutes of Regular Meeting, 7:30 P.M., 7 July 1980, 68 Windsor Avenue

Attendance: Ann Courtright, Paul DerAnanian, Marlin Murdock, Joe Mercurio, James Sargent, Betty McManus (Executive Director), Barbara Yates (Assistant to Executive Director), Ron Woods (Maintenance Engineer)/Acton Housing Authority
Ann Staples, Nellie Campbell, Ruth Gill/Citizens Advisory Committee

1. Executive Session

Motion made to move into Executive Session for the purpose of discussing eligibility status with applicant.

MOVED: To go into Executive Session for the reason stated.

VOTED:

AYE	NAY
Joe Mercurio	
Ann Courtright	
Paul DerAnanian	None
Marlin Murdock	
James Sargent	

The Chairman stated that the Authority will reconvene the Regular Meeting after the completion of the Executive Session.

(Minutes of Executive Session on file in Authority's records.)

2. Minutes of the Regular Meeting of 2 June 1980 were approved.

3. Minutes of Regular Meeting of 16 June 1980 were approved with the following addition under #3:

"The Authority received a copy of the Revitalization Report from the Planning Administrator and was also asked by him to attend the Selectmen's meeting of 17 June 1980 to discuss the Report."

4. Minutes of the Special Meeting of 3 July 1980 were approved with the following change to the second sentence:

"The Board approved amended Executive Director's contract to read: 'Total compensation of \$15,000 - State's portion to be \$7,035, and \$7,965 to be paid by Section 8.'"

5. Budget Review

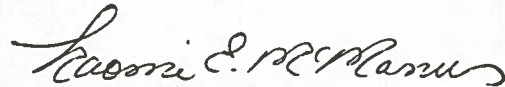
MOTION: Mr. Joseph Mercurio moved that the proposed Operating Budget for State-aided Elderly Housing, of the Acton Housing Authority, project no. 667-1 for

6 month period ending 12/31/80, showing Total Operating Receipts of \$36,966 and Total Operating Expenditures of \$39,943, be submitted to the Department of Community Affairs for its approval. Marlin Murdock seconded the motion which, upon being put to a vote, was passed by a vote of 5 to 0.

6. Review of maintenance equipment. Agreed to approve submittal of partial list for purchase of maintenance equipment to DCA. (Items excluded from list were: snowblower, vacuum cleaner, and lawn mower.)
7. Authorization given to Executive Director to enter into agreement with plumber and electrician for emergency repairs.
 - Suggested plumbers: Joseph Perry
Paul Kelleher (back-up)
 - Suggested electricians : Booth Jackson
Robert Brook (back-up)
8. Agreed to contact Dudley Trash of Stow for trash removal at \$.50 per barrel.
9. Agreed to request the Town of Acton to provide snow removal when depth is 6" or over. James Sargent will meet with the Selectmen 8 July 1980 at 8:15 to discuss request.
10. James Sargent will contact Jim Gaines to discuss Community Building furnishings as Mr. Gravelle has refused permission to the Authority to purchase pit couch, rocker, and lamp tables from Scandanavian Design.
11. Office Equipment - Purchase of IBM Selectric strongly recommended. Board agreed to approve cost of typewriter with service contract up to \$600 for submittal to DCA.
 - Agreed to approve submitting to DCA bid from Minolta for copier after staff has tested equipment.
12. Joe Mercurio discussed tenant's telephone expense for installation of jacks at Windsor Green.
 - a. Possibility of activating both jacks in each apartment for price of one.
 - b. \$10.00 credit if someone could deliver to Leominster old telephones and pick up new ones for tenants.

He will report at next meeting on the final outcome.

13. Discussion of siding of complex. On July 8, 1980 Jim Sargent will discuss with Ken DiNisco the drafting of a letter protesting the appearance and reservations the Authority has about the siding which was used.
14. Enter and exit arrows will be painted at the beginning and end of the driveway. Arrows must be seen at night as well.
15. Authority agreed to pay Control Electric Corporation for last payment on electric storage heaters.
16. Discussion of possible eviction. Authority approved contacting legal counsel to review case if necessary.
17. Executive Director stated that Malcolm Cole of DCA has assured her that Windsor Green is fully covered by insurance.
18. Next Meeting: Monday, 21 July 1980, 7:30 P.M., 68 Windsor Avenue
19. The meeting adjourned at 10:34 P.M.


Naomi E. McManus
Executive Director
Acton Housing Authority

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LEGAL ADVERTISEMENT
INVITATION FOR BIDS

Lydia R. Howe
TOWN CLERK, ACTON.

The Acton Housing Authority will accept sealed bids for a table top copier with the following specifications: dry tone, multiple copy, plain paper, legal size capability. Service contract should be quoted separately. Bids will be received until 3:00 P.M. on Friday, August 15, 1980 at 68 Windsor Avenue, Acton, Massachusetts at which time and place the bids will be opened at a public bid opening meeting. The Housing Authority reserves the right to award the bid to the lowest responsible bidder who submits a responsive bid which is most advantageous to the Acton Housing Authority. By: James Sargent, Chairman, Acton Housing Authority, Box 681, Acton, MA 01720.