

Town Clerk

ACTON HOUSING AUTHORITY
P.O. BOX 236
ACTON, MASSACHUSETTS 01720

Minutes of Regular Meeting, 7:30 P.M., 22 October 1979, Acton-Boxborough Regional High School

ATTENDANCE: Robert Storella, Ann Courtright, Joseph Mercurio, James Sargent, Paul DerAnanian, Betty McManus/Acton Housing Authority
Ruth Gill, Nellie Campbell, Rosemarie Durkin, Cleon Phelps, Anne Staples/Citizens Advisory Committee
Robert Pyne/DCA
Hayden Duggan/Acton Board of Selectmen
Howard Gordon/E. S. Schwartz, C.P.A.
Barbara Yates/League of Women Voters
Ken DiNisco/DiNisco Associates Inc.

1. Minutes of the 1 October 1979 Regular Meeting were approved, with the following addition:

Section 3. Air Conditioning. In his position paper on Air Conditioning to DCA, the Secretary should add Barbara Yates, representing the League of Women Voters, as supporting the Authority's views on this subject.

2. Budget Discussion, 667-1: Bob Pyne, DCA
Bob Pyne reviewed the budget as follows, to include

Electric Storage Heaters (ESH) - \$66,695.00 for these will be included in an amendment to the Contract for Financial Assistance; these will be purchased and not leased.
Furnishings, etc. - \$6,000.00 for Community Building
 \$4,000.00 for Maintenance Equipment
 \$2,500.00 for Office Furniture
Total: \$ 12,500.00
Executive Director - \$1,000.00 (to be hired approximately six weeks prior to occupancy)
Accountant and Miscellaneous - \$2,000.00
Operating Reserve (initial occupancy) - \$20,000.00

Pyne said that it is likely that DCA would approve a request for air conditioning knockout panels. The exact amount and specific cost proposal would be discussed with the DCA field representative, Al Ring.

3. Architect's Report

Electric Storage Heaters (ESH): The Architect will review the Contractor's request to use the ESH units as temporary heat during construction.

Requisition for Payment: The exact Requisition for Payment through the month of September was \$119,620.72.

Architectural Fee Breakdown: J. Mercurio requested a breakdown of the architectural fee including costs encountered to date.

Construction Site Security: A. Courtright suggested that extra security precautions be taken to protect the site before, during, and after Halloween.

Progress Report: K. DiNisco reported that a substantial amount of siding has been completed to date. The sliding doors are being installed and interior drywall work is proceeding. The foundation of Bldg. #1 is underway now that the leaching field is substantially completed.

A problem was reported involving "H" clips and nailing of the siding. The Contractor will be responsible for conforming to the requirements for the proper installation of the exterior siding.

Change Order No. 7: The Architect submitted C. O. #7 in the amount of \$4,637.50. This involves additional work for the framing of the wooden balconies. It was noted that, subject to DCA acceptance, J. Sargent was authorized to sign the Change Order.

Additional work, not yet formalized on a Change Order, is as follows:

- a. Additional blocking at the first floor ceilings directed by the Building Inspector. This work is proceeding on a time and materials basis and is being monitored by the Clerk.
- b. Boulders encountered during excavation. This additional work is prescribed by unit prices on the Contract Documents.

4. Treasurer's Report

Joe Mercurio reported that there is \$171,309.00 in the NOW account and \$1 million plus in all accounts. Since the September Requisition is only \$119,600.00, he will look into re-investment of some funds.

5. Coordinator's Report

Betty McManus described a HUD/EOCD Section 8 Pilot Program for FY 1980 which emphasizes mobility of prospective tenants; i.e., the encouragement of a prospective tenant in one community to apply in another community, at which point the accepting LHA would assume responsibility. Local Housing Authorities must join a consortium of communities to participate. After some discussion, it was

MOVED: That the Acton Housing Authority will not participate in the Section 8 Pilot Program for FY 1980, because of our present commitments.

VOTED.

Betty was directed to send an appropriate letter to DCA.

Betty noted that funds are available for additional units in the ongoing Section 8 Existing Housing Program and requested approval of the Authority to apply for such units in Acton. Approval was granted without further discussion.

6. Old Business

Chapter 705 Program: DCA has responded to our letter declining to participate in the Chapter 705 Family Housing Program by stating that it is anxious to place such housing in this area, that funds are held in escrow for this purpose, and that although the deadline for application has passed, an application from Acton will be accepted at any time. Based on this, Betty will continue to survey the availability of suitable buildings and report to the Authority as necessary.

Mac-Gray Company - Laundry Contract: Jim Sargent presented a revised Laundry Service Contract with Mac-Gray Company Inc., submitted by the Authority's Attorney, Howard Gorney. It adds special clauses addressing the objections raised by the Authority re cancellation of the contract. Howard Gorney has recommended that he can add a provision that the Authority would be entitled to all moneys collected during any period of cancellation.

MOVED: That the revised contract with Mac-Gray be approved with the provision that the Authority would be entitled to all moneys collected during any period of cancellation.

VOTED.

The Secretary will return the approved contract to Howard Gorney for proper action.

Naming of Windsor Avenue Development: Bob Storella stated that Fran Pratt of the Acton School Department has indicated that the school children are not interested in the naming of the Windsor Avenue Development. Therefore Bob suggested that the Seniors of Acton name the project in a contest and an appropriate prize be given to the winner.

Tenant Selection Procedures: Bob Storella suggested that since the completion date for Windsor Avenue looked like March 1, 1980, the November Newsletter to Acton's elderly contain a section noting that announcements concerning applications would be made in late January 1980. (The COA Coordinator will be asked to include this in the next Newsletter.)

7. Secretary/Correspondence

Annual EOCOD/HUD Meeting: Jim Sargent and Betty McManus attended the 4th Annual EOCOD/HUD Conference for Housing Authority Board Members on October 12-13 in Springfield. Workshops were held on the Role and Function of Board Members (Responsibilities; Duties; Liabilities), HUD and Housing Production in the 80's, and Energy Conservation.

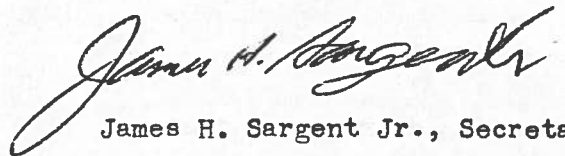
The Area Counsel for HUD emphasized the following potential problems for Housing Authority members:

1. Civil Rights Violations: we can expect suits for personal liability of individual LHA members in statements or actions concerning Civil Rights.
2. Conflict of Interest: each LHA member should consider carefully any action which could even imply conflict of interest violations (applicable mainly to members' authority to individually contract with potential or actual clients of the LHA).
3. Political Participation: Each LHA member is reminded to look carefully at the Hatch Act regarding the political activities of public employees or administrators, prior to participation in political campaigns.

At the annual State Appointees Meeting, attended by Jim Sargent, the main theme was the increased emphasis on the importance of endorsement from local public officials for requests for Housing Project funds.

Oxford Housing Authority Dedication/Open House: On 8 October Jim Sargent represented the Authority at a Dedication/Open House for the Town of Oxford's second Chapter 667 project. He presented the program and indicated that it could be used to help us in planning our own ceremony for Windsor Avenue. Of interest was the fact that heating is accomplished by the installation of solar panels set in the roofs of each set of units and that the DCA speaker stated that all new 667 projects for the next fiscal year would include solar heating systems.

8. Next Meeting: Monday, 5 November 1979, 7:30 P.M., ABRHS Guidance Library
9. Adjournment: The Meeting adjourned at 9:30 P.M.



James H. Sargent Jr., Secretary