

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, 3 June 1985, 7:00 PM, 68 Windsor Avenue

Attendance: James Sargent, Joseph Mercurio, Marlin Murdock, Leah Nazarian, Barbara Yates. Betty McManus, Ann Hosmer/Acton Housing Authority. Mel Gadd, Architect/Tennant Gadd Ass. Al Aydelott, Architect, Hughes & MacCarthy. Cathy and Howard Dennis, Sudbury Gardens. Jean Schoch/League of Women Voters. Citizen's Advisory Committee: Ann Anderson, Roswell Cummings, Margaret Rennie.

1. Marlin Murdock, Chairman, called the meeting to order at 7:00 PM.
2. Old Business
 - A. Mel Gadd discussed with the Board his final report on the Investigational Study of Windsor Green. The Board reviewed his report and projected cost for implementing the solutions. Marlin Murdock introduced the following resolution:

"Given the crucial and timely nature of this project and the conditions that exist at Windsor Green, I move that we first accept the recommendations of the investigative study conducted by Tennant Gadd Associates and submit this report to EOCD with the recommendation that we proceed as expeditiously as possible. I further move that Tennant Gadd Associates be named the Project Architect and that they be instructed to proceed with bid specifications as soon as possible."

Joseph Mercurio moved the foregoing resolution and Barbara Yates seconded the motion. All Members voted in favor. The Executive Director stated she would meet with the Windsor Green Tenant's Organization on June 10, 1985 to review the findings of the study.

- B. 705-1/667-2
 1. Howard and Cathy Dennis of Sudbury Gardens met with the Board to discuss their concerns regarding the access road along their property line. The Board assured them of the following:
 - a. The three large pines which are on Sudbury Garden's property would be protected during construction.
 - b. A hedge or barrier would be provided by the Authority to prevent easy access to the Sudbury Garden's planting area.
 - c. The Board assured the owners that the General Contractor would be instructed that all workers should respect the business property of Sudbury Gardens.

2. After discussing possible names for the access road and the complex with the Citizen's Advisory Committee the Board decided to name the access road, Village Way, and the Complex, McCarthy Village. The Executive Director was requested to contact the Fire Department for authorization to name the road Village Way.
3. Al Aydelott reviewed with the Board the options open to the Authority in their selection of a Clerk of the Works. The Board instructed Mr. Aydelott to select three applicants as finalists and schedule personal interviews with the individuals at the next Housing Authority's Regular Meeting on June 17, 1985.
4. The Board was informed that the Pre-Construction Meeting at EOCD and the Ground Breaking Ceremony have not been scheduled.

C. Update of the 689 Program

1. The Authority has not received the Relocation Agreement from EOCD.
2. The two Appraisal Reports were made available to the Board for their review.
3. EOCD has authorized the Executive Director to schedule the date of purchase for 27 Concord Road on or before July 1, 1985.
4. James Sargent moved that the proposed Operating Budget for State-aided 689 Housing, of the Acton Housing Authority, Development Number 689 for fiscal year ending 31 December 1985, showing Total Operating Receipts of \$12,010 and Total Operating Expenditures of \$12010, thereby requesting a subsidy of \$0 be submitted to the Executive Office of Communities and Development for its review and approval. Barbara Yates seconded the motion and the Chairman called for a Roll Call vote.

Ayes

Nayes

Marlin Murdock
Leah Nazarian
Barbara Yates
Joseph Mercurio
James Sargent

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5. EOCD's Model Lease was reviewed by the Board. The Board approved the following changes and additions. The Authority will request EOCD's approval to incorporate them into the lease.

A. Routine Care and Maintenance. The Sponsor agrees to be responsible for routine care and maintenance of the property, which shall not exceed \$4,500 per year or \$500 per incident. Bills in excess of said amounts shall be submitted to and be paid by the Authority in accordance with the Contract for Financial Assistance with the Executive Office of Communities and Development for this project. Such routine care and maintenance shall include:

1. Lawn and Landscaping care.
2. Prompt removal of snow and ice from common walkways and driveways.
3. Regular cleaning of common areas including but not limited to shared halls, basements, etc. as dictated by the Housing Authority's weekly inspection.
4. Interior cleaning including but not limited to shampooing rugs, washing windows, walls, woodwork, etc. as dictated by weekly inspections.
5. Place refuse in proper containers; place refuse in proper storage areas; and place refuse in appropriate location for pick up on designated days.
6. Prepare residence for change in seasons but not limited to screens and glass in windows and doors.
7. Fire alarm reset.

B. Paragraph 18 Continued:

*Further, in the event there shall be a temporary interruption of service provided by the Sponsor, resulting from a strike or from any other cause, then DMH shall continue to operate the premises as a residential program for the handicapped until services are restored by the Sponsor or the lease/contract is terminated, in which event the foregoing and following provisions of this Paragraph 18 shall apply.

C. Visitation and Inspection. The Authority with a representative of the Sponsor shall conduct weekly inspections of the premises. The Authority shall have the right to visit and inspect the premises at the Authority's convenience upon twenty-four (24) hours notice to the Sponsor and confirmation thereof, except upon notification of an emergency condition under Clause 11, in which case such twenty-four (24) hour notice shall not be required.

3. New Business

A. The following resolution was moved by James Sargent, read in full and considered.:

THIS AMENDMENT TO AN AGREEMENT is entered into as of this 1st day of March, 1985 by and between the Commonwealth of Massachusetts, acting by and through the Department of Community Affairs (hereinafter referred to as the "Department") and Acton Housing Authority hereinafter referred to as the "Authority").

WHEREAS, the DEPARTMENT and the AUTHORITY do mutually desire to change said AGREEMENT:

NOW, THEREFORE, the parties hereby mutually covenant and agree as follows:

1. Section 1(A), (Annual Contributions) Paragraph 3 is hereby amended by deleting the amount \$77,496 and substituting \$179,172.

2. Section 1(A), (Annual Contributions) Paragraph 3 is hereby amended by deleting the amount 18 and substituting 14.

3. The bedroom Distribution for the total number of units shall be:

		<u>Elderly</u>					
SRO	OBR	1BR	2BR				
		0					
		<u>Family</u>					
SRO	OBR	1BR	2BR	3BR	4BR	5+BR	
		1	20	5			

4. This Amendment shall be effective as September 1, 1984.

Joseph Mercurio seconded the motion and All Members voted in favor.

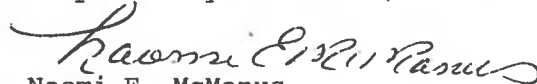
- B. The Executive Director informed the Board of the new "Core Focus Program". It was the sense of the Board that because of the current projects undertaken by the Authority that an application will not be submitted. The Board instructed the Director to send a letter to State Senator A. Paul Cellucci thanking him for his interest and informing him of the Board's decision not to apply for this round of funding.
- C. The Executive Director informed the Board that there is new funding for Conservation measures. It was the sense of the Board not to apply due to the extensive rehabilitation work anticipated in the future for Windsor Green.

4. Executive Director's Report

- A. Swanson Apartment Complex in Boxboro has been sold to Aspen Realty. The new owners have stated only a "Tenant at Will" lease will be allowed in the future. As the Authority must have signed one year leases all twelve (12) subsidized tenants will have to relocate within the year.
- B. A new refrigerator has been ordered for one of the Condo units owned by the Authority at Colonial Pines. The refrigerator has been purchased through the HUD Consolidated Program for \$377.
- C. On June 4, 1985, the Selectmen will hold a Public Hearing on Foster & Foster's proposed plans to widen Route 111. As the Authority owns three units at Yankee Village, which is across the street from the proposed Route 111 change, we would be directly involved if a safety issue caused a problem. A representative of the staff will attend the hearing.
- D. The Director is currently having all the fire extinguishers at Windsor Green overhauled.

- E. The Board discussed the concerns of the staff regarding a tenant living at Windsor Green. The Director stated she had met with the Visiting Nurses and the Council on Aging Coordinator to discuss the safety issues surrounding the elderly resident's continued occupancy at Windsor Green. The Director was instructed by the Board to send a letter informing the family that they must continue to actively pursue nursing home placement.
 - F. The Board requested that the final decision to obtain Public Officials Liability Insurance be deferred until the June 17, 1985 meeting.
 - G. The Director will send a letter requesting Representative Loring's support for NAHRO's "Fraud Bill".
- 5. The Chairman announced that the Regular Meeting would not reconvene after the Annual Meeting.
 - 6. The Regular Meeting adjourned at 10:50 PM.
 - 7. The next Regular Meeting will be held 17 June 1985 at 7:30 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director

ACTON HOUSING AUTHORITY

Minutes of the Annual Meeting, 3 June 1985, 11:00 PM, 68 Windsor Avenue

Attendance: James Sargent, Joseph Mercurio, Leah Nazarian, Barbara Yates, Marlin Murdock. Betty McManus/Acton Housing Authority.

1. Marlin Murdock, Chairman, called the Annual Meeting to order at 11:00 PM.
2. Joseph Mercurio moved that the current slate of officers be placed in nomination for the coming year. James Sargent seconded the motion and all Members voted in favor.
3. The Executive Director's Annual Report

For the third year in a row, the Acton Housing Authority has received a "Commendable" rating for the Executive Office of Communities and Development (EOCD) for its management system and overall performance in providing safe, decent, affordable housing for Acton's low income families, elderly and handicapped.

During the past year, the Authority received Modernization and Energy Conservation Funds from EOCD which were expended on improving the efficiency of the lighting and heating of Windsor Green. In May 1985, the Housing Authority received a grant of \$360,000 under Chapter 689 (Housing Program for the Handicapped) from EOCD for the purchase of and the rehabilitation of a current group residence located at 27 Concord Road, Acton. In June of 1985, the Authority will begin new construction on a twenty-three (23) elderly and twelve (12) family complex located off Great Road which EOCD funded as well.

These Programs, in combination with the current thirty four (34) State 707 Rental Assistance Certificates, sixty five (65) Section 8 Federal Certificates, twelve (12) Mobility Section 8 (Certificate Holders housed in Acton from other communities), the sixty eight (68) elderly/handicapped complex at Windsor Green, and the nine (9) condominium family units scattered throughout the town total two hundred and twenty three (223) units of housing subsidized for the residents of the area.

The Staff and Board Members are investigating innovative ways to continue to supply safe, decent, affordable housing for the future. We anticipate a close working relationship with the newly formed Fair Housing Committee, continued cooperation with the Community Housing Committee, additional efforts to work with private developers to explore new funding options to create additional affordable housing stock.

The current success of the programs and the attainment of future goals to be met will depend largely on the dedicated volunteer Board Members and Staff.

Marlin Murdock
Chairman

Leah Nazarian
Vice-Chairman

Joseph Mercurio
Secretary

James Sargent
Treasurer

Barbara Yates
Member

Naomi E. McManus
Executive Director

Anne Puzella
Assistant Executive Director

Ann Hosmer
Secretary

Charles Landry
Maintenance

Respectfully submitted,

Naomi E. McManus
Naomi E. McManus
Executive Director.

James Sargent moved to accept the Executive Director's Report. Joseph Mercurio seconded the motion. All Members voted in favor.

4. The Annual Meeting adjourned at 11:20 PM.

Respectfully submitted,

Naomi E. McManus
Naomi E. McManus
Executive Director