

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, 4 November 1985, 8:30 PM, 68 Windsor Avenue

Attendance: Marlin Murdock, Barbara Yates, James Sargent. Betty McManus, Anne Puzella, Ann Hosmer/Acton Housing Authority. Jean Schoch/League of Women Voters. Italo Visco/Architect, 705-1/667/2. William Rowe/Architect, 689, Eliot House.

Absent: Leah Nazarian, Joseph Mercurio.

1. Marlin Murdock, Chairman, called the Regular Meeting to order at 8:30 PM.
2. The Board discussed with Mr. Rowe, architect for Eliot House's rehabilitation work, his letter requesting an increase in fee. Mr. Rowe explained that EOCD has instructed his firm to do additional work over and above what was called for in the original contract. He felt that the increased scope and design work should be compensated under the Section "Extra Fee for Services" as outlined in the Architect's Contract. Barbara Yates moved that the Acton Housing Authority submit to EOCD a request for payment for Extra Services to William Rowe in the amount of \$7,745.00. James Sargent seconded the motion and All Members voted in favor.
3. Minutes of the Regular Meeting, 21 October 1985, were approved with the following corrections:
 - A. James Sargent was absent, not present.
 - B. Section #6, Old Business, item #A should read, Betty McManus and Joseph Mercurio updated the Board.
4. The Cash Dispersements for the period 22 October 1985 through 4 November 1985 were approved.
5. Old Business
 - A. 705-1/667-2
 1. Italo Visco updated the Board on the current conditions of the new complex on Great Road. He reviewed Change Order #2 with the Board. James Sargent moved the following:

That the Acton Housing Authority Board of Commissioners voted on the motion to accept Change Order #2 from P & H General Contractors for the following changes beyond the scope of the Contract, in the amount of \$12,755.

- a. Window size, a change required to conform to building code minimum clear opening requirements for bedrooms.
 - b. Additional clearing and stockpiling required by the removal of trees called to be saved which interfered with the access road.
 - c. Utility plan changes, design modifications made after bidding to procure Health Department approval.
 - d. Change to insure proper drainage at the foundation of Building E1.
 - e. Change due to additional excavation, removal and backfill of ledge in addition to Change order #1.
2. Mr. Visco reviewed with the Authority the updated schedule of the General Contractor.
 3. The Executive Director explained that due to a price increase for roof shingles on November 1, 1985, she, James Sargent and Joseph Mercurio had to select the color of the shingles and outside stain of the buildings during a recent Job Meeting. Marlin Murdock asked the Executive Director to send a letter, updating the Citizens Advisory Committee on the status of the complex and to extend to them an invitation to walk the site with a member of the Board or staff.
 4. The Board was informed that a prepayment of \$12,368 to the Boston Gas Company was made in order to start the necessary paperwork and construction on the lines. EOCD has approved the prepayment.
 5. The Executive Director discussed with the Board the possibility of removing a 20" in diameter tree which is located in the middle of the site. It was the sense of the Board that the tree should be saved and that the sewer connection be rerouted.
- B. 705-1 update
1. Parker Village Condominium's Annual Meeting will be held on November 5, 1985 at the High School at 7:30 PM.
- C. The Board reviewed and signed the Authority's Management Checklist, which will be sent into EOCD for its evaluation.
- D. The State Auditor's Report on eighty (80) Local Housing Authority's was discussed.
- E. Barbara Yates moved that the Budget for State-aided 667-1 Housing, of the Acton Housing Authority, Development Number 667-1 for fiscal year ending 12/31/85 showing Total Operating Receipts of \$105,300 and total Operating Expenditures of \$132,774, thereby requesting a subsidy of \$27,474 be submitted to the Executive Office of Communities and Development for its review and approval. James Sargent seconded the motion and All Members voted in favor.

F. Barbara Yates moved: Whereas, the parties, the Acton Housing Authority and Johnson Hotvedt and Assc. Inc. (now known as DiNisco Kretch) consultant, hereto did enter into an agreement for consultant services for construction of elderly development on April 4, 1977. Whereas, the parties wish to amend said agreement;

Now therefor it is agreed that said agreement is amended as follows:

Article 1 and 5 Fee and Compensation:

Strike	\$87,720.00
Insert	\$93,840.00
Amount of Change	\$ 6,120.00

James Sargent seconded the motion. The Chairman called for a Roll Call vote:

Ayes
James Sargent
Barbara Yates
Marlin Murdock

Nayes
-0-

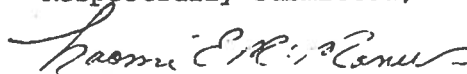
5. New Business

A. The Board was informed of a Public Hearing with Acton's Selectman and Acton Medical Associates regarding the site plan approval.

6. Executive Director's Report

- A. A Windsor Green resident's insurance company has agreed to reimburse the Authority for fire damage to the living room rug.
- B. Maynard Supply's Electrical Trade Show scheduled for November was noted.
- C. The youth employee, Gary Wheeler, funded by JEPTA will begin his employment at the Authority November 5, 1985 for 15 hours a week.
- D. The Executive Director and the Chairman will be meeting with the Fair Housing Committee on November 6, 1985 at 8 PM to discuss housing issues in Acton.
- E. Heritage House located in Littleton will be holding an Open House November 15, 1985 from 4-7 PM.
- F. The Authority's Estimated Annual Payments from HUD are \$323,608.
- G. EOCD has informed the Acton Housing Authority that there are no Section 8 Certificates located in Acton administered by EOCD.
- H. EOCD has sent out a list of Legal Counsels who are well versed in the New Teller Program.
7. The Regular Meeting adjourned at 10:35 PM.
8. The next Regular Meeting will be held on 18 November 1985 at 7:30 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director

ACTON HOUSING AUTHORITY

Minutes of Eliot House's Citizens Advisory Committee Meeting, 4 November 1985,
7:00 PM, 68 Windsor Avenue

Attendance: Marlin Murdock, Barbara Yates, James Sargent. Betty McManus, Anne Puzella, Ann Hosmer, Charles Landry/Acton Housing Authority. Jean Schoch/League of Women Voters. Dottie Smith/Facilities Coordinator, Concord Area Office Department of Mental Health. William Rowe/Architect.
Eliot House Citizens Advisory Committee: George Annis, Roswell Cummings, Joseph McNicholas, Jack Ormsbee, Corrine Orcutt.

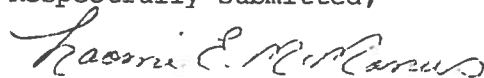
Absent: Joseph Mercurio, Leah Nazarian/Acton Housing Authority. Lynn Courtney-Knights/Advisory Committee Member.

1. Marlin Murdock, Chairman of the Acton Housing Authority, called the meeting to order at 7:00 PM.
2. The Chairman and the Executive Director reviewed with the Advisory Committee the history that lead to the Authority purchasing the property. The Executive Director compared the general appearance of the site and facility when the Authority first purchased the property to the appearance currently. She stated that the site and buildings are being maintained well and that the residents are taking a personal interest in their surroundings. The parking problems seemed to be resolving themselves as the residents and the staff are using off site parking behind the fire station.
3. William Rowe, the Authority's architect, reviewed with the Members the schematic drawings. The followings items were suggested by the Advisory Committee as considerations to be included in the final schematic drawings to be submitted to EOCD on November 6, 1985 by Mr. Rowe.
 - A. A door leading from the kitchen to the living room
 - B. A staff/visitor bathroom,
 - C. Apoured cement floor in the cellar.
 - D. Two round tables instead of one long table in the dining room.
 - E. Elimination of the attic stairs and replacement with a crawl space in a closet.
 - F. Additional windows in the dining room and kitchen.
4. Ms. Smith of the Department of Mental Health asked the Members for suggestions in the relocation of the residents during the rehabilitation work. She stated the Department of Mental Health would appreciate any

and all input.

5. Marlin Murdock thanked the Members of the Advisory Committee for attending the meeting. He encouraged the members who had not walked through the house to schedule a time before the next Citizens' Advisory Committee meeting.
6. The next Citizens' Advisory Committee meeting is scheduled for December 2, 1985 at 7:00 PM.
7. The Eliot House Citizens' Advisory Committee meeting was adjourned at 8:30 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director