

ACTON HOUSING AUTHORITY

Minutes of Regular Meeting, 7:30 P.M., 6 June 1983, 68 Windsor Avenue

Attendance: Marlin Murdock, Ralph Peek, James Sargent, Marianne Maguire,
Joseph Mercurio, Betty McManus, Anne Puzella/Acton Housing
Authority
Jean Schoch/ League of Women Voters

1. Ralph Peek, Chairman, called the Regular Meeting to order at 7:35P.M..
2. Minutes of Regular Meeting, 16 May 1983, approved.
3. Minutes of Executive Session, 16 May 1983, approved.
4. Minutes of Special Meeting, 19 May 1983, approved.
5. Minutes of Executive Session, 19 May 1983, approved with the Executive Director instructed to forward suggestions to be incorporated into Al Aydelott's Memorandum of 19 May 1983.
6. Executive Director's Report
 - A. Letter sent to EOCB outlining the septic system problems at Yankee Village.
 - B. NAHRO's news alert discussed encouraging the Authorities to contact their State Legislatures and request their support for passage of the Housing Bill.
 - C. Notification of the Acton Housing Authority's election of officers has been sent to EOCB, State Records Keeper, Selectmen of Acton and the local press.
 - D. Wrap-it Cap-it Program for hot water heaters has been completed.
 - E. Letter was sent to the Parker Village Trustees requesting yearly utility costs for the condo units.
 - F. Current monthly copies of the National Public Housing Authorities newsletter is available for member's review.
 - G. Thank you letter sent to Acton's Garden Club for planting of flowers at Windsor Green.
 - H. Board reviewed letter sent to V.A. Hospital regarding a resident of Windsor Green.
 - I. Election of Middlesex County Retirement Board members noted.

- J. EOCD is currently reviewing all data pertaining to the McCarthy site. A joint meeting with the representatives of the Acton Housing Authority, EOCD, Boston Survey Co., and Hughes & MacCarthy is scheduled for 6-22-83. Ms. Maguire presented the Board with a proposed outline for the meeting. The Board will follow her outline and members knowledgeable in different areas will speak on a particular subject.
- K. The Acton Police Union has requested a monetary contribution from the Authority for a fund raiser they are sponsoring. The Executive Director informed Lou Rossi, a member of the Police Union, that the Authority does not have funds to enable it to make donations, however, that the Tenant's Organization at Windsor Green may be interested.
- L. Annual Report of the Executive Director presented.

EXECUTIVE DIRECTOR'S ANNUAL REPORT

June 6, 1983

In a year which has found local housing authorities facing either level funding or possible program cutbacks, the Acton Housing Authority, through the aggressive efforts of Board Members and staff, has continued to secure funds for the housing needs of Acton's elderly and families. An additional five (5) Certificates, awarded by the Department of Housing and Urban Development under the Section 8 Rental Program, enabled the Authority to house five of Acton's homeless. Three more condominiums were purchased. These, added to the previously owned six units, have housed nine Acton families. The Annual Contribution Contract between the State (Executive Office of Communities and Development) and the Authority has been increased, enabling a full lease-up under the Chapter 707 Rental Assistance Program. Awarding of an additional twelve elderly units under the Chapter 667-2/705-1 Grant will allow 20 elderly and 12 family housing units upon the completion of construction of the complex.

With an eye to the future, the Acton Housing Authority is actively striving to reduce energy consumption, water consumption, and expenses in its sixty-eight elderly/handicapped apartments and the nine condominiums. Mass Save conducted an energy audit of Windsor Green. Although many energy saving devices had been incorporated into its construction, further recommendations for "energy cost reductive opportunities" were noted in the final report. Over the next several months, the recommendations will be implemented and it is the hope of the Authority that complex and single-family owners will follow their lead to be more efficient in their uses of energy and water consumption.

With a current Waiting List of 50 eligible elderly and 79 families, the Authority has submitted applications to the Department of Housing and Urban Development for additional Certificates to meet the housing needs of Acton's residents.

As the Executive Director, and with the cooperation of a dedicated staff and conscientious Board, I expect to continue to meet the challenges and demands to provide housing for Acton's elderly and families.

- M. Board reviewed statement given by the Executive Director to HUD's Inspector General's Office.
- N. EOCB has informed LHA's that there are matching funds available to any Authority for spring clean-up of Public Housing.

7. Old Business

- A. In reviewing last year's Board notes, the Executive Director realized that the formal adoption of the revised income limits was omitted. On April 5, 1982, at a Regular Meeting of the Acton Housing Authority, Marlin Murdock moved that the Authority adopt and implement the following revised income levels:

<u>ONE</u>	<u>TWO</u>	<u>THREE</u>	<u>FOUR</u>	<u>FIVE</u>	<u>SIX</u>	<u>SEVEN</u>	<u>EIGHT OR MORE</u>
\$12,180	13,920	15,660	17,400	18,488	19,575	20,663	21,750

Joseph Mercurio seconded the motion and all Members approved.

- B. Board was given updated copy of Newton's Zoning Regulation Chapter 24 of the Revised Ordinances. The Executive Director asked for their review and possible implementation in Acton's Zoning regulations to enable the Authority to meet the housing needs of low income, elderly and families of Acton.
- C. Board given updated copy of Open Meeting Law.
- D. Discussion of Public Officials Liability Insurance for Board Members and Staff followed. It was the consensus of the Board to defer any additional costs of insurance at this time.
- E. Board reviewed New Bidding Requirements under Chapter 149.
- F. Fee Accountant's report for period ending April 30, 1983 is available for the Board to review.
- G. Board reviewed an updated list of rental properties located in Acton.

H. Board deferred final adoption of Procurement, Disposition, Capitalization and Investment Policy.

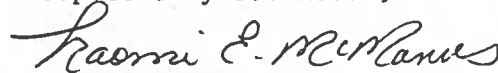
8. New Business

- A. Notice of Public Hearing by the Board of Appeals for a resident on Independence Road noted.
- B. Board reviewed Steve Calichman's letter to Mr. Huntley regarding his complaints of the lighting at Windsor Green and the openness of the parking lot. Board instructed the Executive Director to inform Mr. Calichman that due to budgetary constraints additional trees to hide the parking lot could not be provided and illumination of the parking lot was to provide safe walking areas for the elderly at night.
- C. EOCD's memorandum regarding aluminum wiring was discussed. The maintenance staff assured the Executive Director that Windsor Green does not have this type of wiring.
- D. Jim Sargent moved that the Fee Accountant's Contract (Gordon & Morotta) be signed for 1983-84 at an increase of \$20.00 a month or \$269.00 per month.
- E. Ms. Maguire reported on conference meetings she attended at the Annual NAHRO Meeting in Falmouth, Massachusetts.

9. Regular Meeting adjourned at 9:25 P.M..

10. Next Regular Meeting will be held at on June 20, 1983 at 7:30 P.M..

Respectfully submitted,



Naomi E. McManus
Executive Director