

ACTON HOUSING AUTHORITY

Minutes of Regular Meeting, 7:30 P.M., 4 October 1982, 68 Windsor Avenue

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

1. Regular Meeting was called to order by Ralph Peek, Chairman, at 7:30P.M. Minutes of Regular Meeting, September 13, 1982 were approved.
2. Minutes of Executive Session were approved with corrections noted.
3. Executive Director's Report
 - A. Sixteen eligible applicants signed up for the Mobility Waiting List on September 28, 1982.
 - B. A formal request to the Town of Acton has been submitted through the Highway Department to provide snow removal for Windsor Green.
 - C. The Accu-Flush was demonstrated to the staff. Steve Calichman commented to the Authority he felt the product was a benefit to septic systems in town. It was discussed that when the new complex 705-1/667-2 was built the Board would encourage EOCD's approval for the product.
 - D. Bob Pyne authorized the Board to accept the proposal of C D Associated Builders Inc. for the installation of gutters at Windsor Green. James Sargent moved to accept C D Associated Builders Inc., Joseph Mercurio seconded, and all members were in favor.
 - E. Executive Director reviewed EOCD's Management Check List with the Board. After the Board reviewed the Management Check List the members signed the Certification acknowledging that the information is true and accurate to the best of their knowledge.
 - F. During the Executive Director's site inspection of Windsor Green it was noted that the paint on the outside of the buildings in 25-30 scattered areas is chipping. This condition is only noted on the first one or two feet from the ground up on the buildings. It is felt that the chipping of the paint is due to stones being thrown by the lawnmower and snowblower against the buildings. The Executive Director will instruct the Maintenance person to sand and paint these areas.
 - G. The Authority was requested by Mr. Stuart of EOCD to check with the Project Architect on how the thermostats were installed. The Executive Director has sent a letter requesting this information.

- H. The metal bead edges in the kitchens on the second floors appear to be dropping down slightly, causing a cosmetic problem in several of the units. The Maintenance person feels that they may have been improperly installed.
- I. EOCD has been notified of the metal bead edge and roof ridge problem. Al Ring has stated Cresta will be out to inspect the problem areas within the next few weeks.
- J. Request for proposals have been sent out to local contractors for the enlargement of the office at Windsor Green. After the Executive Director receives the proposals they will be forwarded to Bob Pyne of EOCD for his review and authorization.
- K. The Executive Director has reaffirmed with Baine Pest Control that FI-CAM-W is appropriate to be used on a preventative maintenance program for "waterbugs." Joseph Mercurio requested that the Executive Director contact the Middlesex Extension Service for their comments.
- L. Marlin Murdock will contact John Nolin, President of the Tenants Organization, to select a third member for the AHA Grievance Committee.
- M. The Acton Fire Department has requested the Authority to upgrade the Fire Alarm Pedestal located at the entrance of the complex. Presently, the viewing board of the Alarm Pedestal only identifies the building, not the individual unit in trouble. Auto-Call, the company that installed the system, has been contacted to submit a proposal stating the expense.
- N. A Mobility Certificate Holder, from another Housing Authority, living in Acton, faces possible eviction due to a Health and Safety problem. The Executive Director will investigate the situation.
- O. NAHRO News Alert has requested all Housing Authorities to contact their local Legislators to support Senate Bill #1046. A letter has been sent to Senator Atkins.
- P. The Executive Director spoke to CODE's Volunteers on October 3rd explaining the Housing Authority's goals and programs.
- Q. The Board was informed of the Monthly Comparative Budget for the ninth month- a surplus of \$739.00 in Maintenance Equipment, a \$75.00 overspend in Office Supplies, and contracts were noted. These overspends are the results of a one time expense which will even out at the end of the year.
- R. It was noted that an elderly resident of Acton stated to a Windsor Green resident that she was going to use "Political Pressure" to help her move into Windsor Green. The resident of Windsor Green

informed the woman this was not done in Acton. The Executive Director thanked the resident for reaffirming the tenant selection process used by the Authority.

- S. A complex manager has contacted the Executive Director informing the Director of problems with a Certificate Holder of the Authority. The Manager was concerned that the person was unable to continue to live independently. The Executive Director has contacted the family and will follow them until the matter is resolved.

4. Old Business

- A. Ralph Peek, Chairman, updated the Board on the 705-1/667-2 Grant. The members were informed of the results of testing which had been made on the other site offered to the Authority. The Executive Director, the Chairman, and the Authority's Lawyer met with Steve Tavilla and Kirk Ware of NATCO to request a formal agreement be drawn up spelling out the Annual Users Fee of the Treatment Plant. Kirk Ware, lawyer for NATCO, will have the agreement prepared and sent to the Authority for their review. The Board requested the Executive Director to have the Authority's lawyer present at the next Regular Meeting to explain the legal document.
- B. There was a concern voiced by Marianne Maguire that there might be a more appropriate site elsewhere in Acton. Ms. Maguire requested that the NATCO agreement given to the members of the Board in advance of the next Regular Meeting for their review.
- C. The Executive Director will request a letter from Bob Pyne outlining his concerns with the McCarthy site.
- D. A discussion followed as to when the members of the Board approved the negotiated purchase price for the McCarthy site and when the Option to Purchase was signed. The exact date will be made available at the next meeting. Marianne Maguire asked at what meeting the Board approved the Option to Purchase document.
- E. Board reviewed Parker's Crossing Realty application for condominium conversion. Mr. Murdock moved that the Acton Housing Authority support the application and to notify the Selectmen. Jim Sargent seconded. All voted in favor.
- F. Executive Director informed the Board that as of October 6, 1982, the Authority would own nine condominium units, seven of which are occupied. The other two should be filled by the end of October.
- G. Board informed of the additional five Certificates awarded to the Authority under the Section 8 Program. Marlin Murdock moved to accept the allocation as submitted by HUD. Marianne Maguire seconded. Unanimous approval.

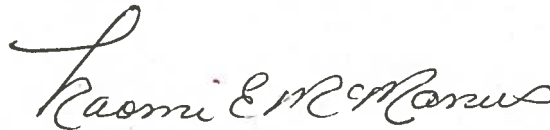
5. New Business

- A. The EOCD Annual Conference will take place November 18, 19, and 20 in Hyannis. The Executive Director will attend on the 18th and 19th and will reserve a room for Board members for the three days.
- B. Annual Middlesex County Retirement meeting will be October 29, 1982.
- C. Board was informed that the Private Market Financing function will now be coordinated in the Regional Office of Housing.
- D. Board informed of seminar on Special Needs Housing for the Elderly and Handicapped on October 19, 1982.

6. Regular Meeting adjourned at 10:15 P.M.

7. Next Regular Meeting will be 18 October 1982 at 7:30 P.M. at 68 Windsor Avenue.

Respectfully submitted,



Naomi E. McManus
Executive Director