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DATE August 20, 1987

Barbara Brown
~~TOWN~~ CLERK, ACTON

ACTON HOUSING AUTHORITY

Minutes of Regular Meeting 20 July, 1987, 7:30 P.M., 68 Windsor Avenue.

Present: Marlin Murdock, Joe Mercurio, Barbara Yates, James Sargent.
Betty McManus, Anne Puzella, Ann Hosmer/Acton Housing Authority.

Absent : Jean Schoch.

1. Marlin Murdock called the Regular Meeting to order at 7:30 P.M.
2. James Sargent moved that the Minutes from the Regular Meeting of June 22, 1987 be approved. Joe Mercurio seconded the motion and all Members approved.
3. Joe Mercurio moved The Invoice #42 in the amount of \$430,970.15 be approved. James Sargent second the motion and all members approved.
4. Executive Director's Report
 - A. The Authority's Legal Counsel will be contacted regarding the residents living in the Authority's elderly housing using the office number for Medical Emergency Response. The Executive Director will report to the Board Legal Counsel's opinion.
 - B. EOCD's memo regarding a Rental Housing Tour was noted.
 - C. EOCD's RFP request for Chapters 689, 705 and 667 funding was discussed. The Executive Director will make a recommendation to the Board at the next Regular Meeting.
 - D. The Executive Director discussed with the Members her recommendation for requesting additional Administrative Fees through the Modernization and Development Departments of EOCD. It was the sense of the Board to submit application to EOCD.
 - E. Discussion followed regarding a family tenant living at McCarthy Village having a pet. The Executive Director has sent a letter informing the tenant that as of August 17 th the pet must be gone.
 - F. Based on the Executive Director's recommendation, Barbara Yates moved that EOCD's 707 Utility Schedule be used for the Section 8 Certificate Program. James Sargent second the motion and all Members approved.
 - G. The lawnmowers have been distributed to The families living at McCarthy Village.
 - H. EOCD's memo updating the Teller Program was noted.

4. Executive Director's Report (continued)

- I. The letter sent to the Town Manager supporting the 202 application for mentally handicapped was reviewed.
- J. EOCD's memo updating that at this time there are no Emergency Access Certificates was noted.
- K. EOCD's memo regarding the hiring of Legal Counsel for Construction related issues was discussed.
- L. The Insurance company which insures the Condominium Units has requested that the Authority review the current coverage.
- M. The Board discussed EOCD's Commissioner's Training. Jean Schoch will attend the September Meeting.
- N. Based on the Executive Director's recommendation, the Members agreed to discontinue trash pick up by a private contractor. The Authority's maintenance staff will pick up the trash.
- O. The unpaid taxes for 27 Concord Road for the period of 1985 still have not been resolved. The Executive Director has turned the matter over to the Authority's Legal Counsel.
- P. Based on the current water consumption at the SRO house no additional clients will be able to move in.
- Q. EOCD's increase in the maximum allowable rents effective July 1st, was noted.
- R. The Developer of Great Hill Crossing has scheduled a joint meeting with the Authority, Town Planner and EOCD to discuss the Comprehensive Permit Process.
- S. The water District Memo regarding the discoloration of Town Water was discussed.
- T. The Executive Director has requested that the Water District consider waiving the Permit Fee for 27 Concord Road.
- U; The Completed EOCD's Management Check List. was reviewed and signed by the Board Member.
- V. The Executive Director informed the Board of Anne Puzella's resignation as the Assistant Executive Director effective August 14th. The Chairman accepted Ms. Puzella's resignation and stated the Authority had benefited from her five years of service and for contributing to the agencies current level of professionalism.

5. Old Business

A. Rosestone

Executive Director informed the Board of the current litigation status of Rose Stone. The court continuance for August 18, 1987 is still scheduled.

B. Windsor Green Remedial Repairs

There seems to be some confusion over the specs which direct how to remove and install the caulking. Until written direction comes from the architect the caulking firm is refusing to continue the work.

- C. James Sargent moved that Charge Order #5 of \$12,181.00 for the purchase of exterior paint be approved. Joe Mercurio second the motion and the Chairman called for a Roll Call Vote.

	AYES	NAYES
Marlin Murdock	yes	
James Sargent	yes	
Joe Mercurio	yes	
Barbara Yates	yes	

D. Condominium Acquisition

Final negotiations with the developer for the purchase of (5) refurbished units at Briabrook has yet to be completed.

E. 27 Concord Road Rehabbing

The Building Inspector's letter stating that the exterior stairs which are to be used as the second means of egress are not acceptable. The Town is requiring that new stairs be built. Sam Bird's letter outlining the fee for extra service to design the second means of egress was reviewed. Barbara Yates moved that the Acton Housing Authority approve the extra fee for service of \$500.00. James Sargent second the motion and all members approved.

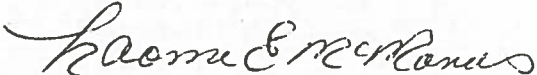
F. McCarthy Village

The Director reviewed with the Board her letter instructing the Architect that in accordance with Article 7;7 of the General Conditions of the General Contractor's Contract that he is to instruct the G.C. to order whatever is required to correct the remaining 20 problems in accordance with the Contract Documents. The Board agreed and instructed the Executive Director to send the letter.

6. New Business

- A. The Board reviewed the Contract for the purchase of a computer for the office. Based on the total cost of \$32,000 the Board deferred their approval and requested that the Management firm be invited to meet with the Board.
 - B. The Executive Director's letter appealing Labor and Industries wage rate for the Authority's Maintenance staff was discussed. The Board agreed with the Director's appeal letter.
7. The Regular Meeting adjourned at 10:00 P.M..
8. The next Regular Meeting will be held at 7:30 P.M. on August 17, 1987.

Respectfully submitted,



Naomi E. McManus
Executive Director