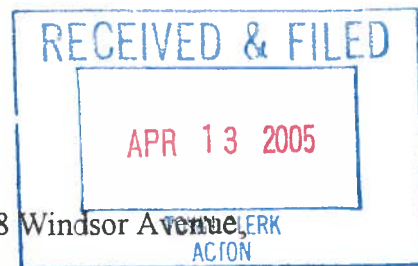


ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting of February 22, 2005, 7:00 PM at 68 Windsor Avenue, Acton, MA



Attendance: Ken Sghia-Hughes, Dennis Sullivan, Bob Whittlesey, Naomi McManus/Acton Housing Authority  
Absent: Joseph Nagle, Jean Schoch

- 1). Dennis Sullivan, Treasurer, called the Regular Meeting to order at 7:00 PM.
- 2). Approval of minutes of January 11, 2005 and January 25, 2005 were deferred until the next Regular Meeting.
- 3). Dennis Sullivan moved to approve Voucher # 244 in the amount of \$276,5331.86 and Bob Whittlesey seconded the motion and all members voted in favor.
- 4). Bob Whittlesey moved to approve Voucher #245 in the amount of \$253,897.76. Ken Sghia-Hughes seconded the motion and all members voted in favor.
- 5). Executive Director's Report
  - A). The Forum sponsored by Citizens' Housing and Planning Association (CHAPA) Implementing Chapter 40R; New Regulations for Smart Growth Zoning District was noted.
  - B). Acton's Candidate Night will be held March 9, 2005 at 7:30 PM.
  - C). Acton Housing Authority has withdrawn their Community Preservation Committee (CPC) proposal requesting funds of \$20,000 to providing Technical & Support Services to the Acton Community Housing Corporation.
  - D). CPC's letter to Governor Romney requesting that he not raid the Community Preservation Funds was reviewed.
  - E). The Massachusetts Legislative Workshop scheduled for March 7, 2005 was noted.
  - F). Middlesex Retirement meeting scheduled for March 22, 2005 at 11:00 AM was noted.
  - G). The Authority's Quarterly Operating Statements were reviewed.
- 6). Old Business
  - A). Eliot House

Board discussed the Septic Replacement of Eliot House. Dennis Sullivan was appointed Acting Vice Chairman for the Regular Meeting. The following motion was introduced by Bob Whittlesey read in full and considered:

Resolution to award the Capital Improvement-Operating Reserve Project, DHCD FISH #002015 construction contract to James Fenton & Sons General Contractor of Acton MA the lowest eligible bidder, in the amount of \$82,480.00 and that the Acton Housing Authority's Board of Commissioners reaffirmed their vote originally taken on January 11, 2005.

Motion was seconded by Dennis Sullivan and upon a roll call the Ayes were 3 to Nays 0.

B). The following motion was introduced by Bob Whittlesey and read in full and considered. Dennis Sullivan moved the motion and Ken Sghia-Hughes seconded the motion.

The Acton Housing Authority's Board of Commissioners vote to authorize Naomi McManus to sign the Commonwealth of Massachusetts standard Contract Form for work Plan 1002, Project NO. 002015. Septic system upgrade at 689-1 development as specified in the contract for Capital Improvement Work Plan/approved budget (exhibit 1) and timetable for completion of the work (exhibit 2). All such work shall be subject to requirements set in the Commonwealth Terms and Conditions in Attachment A.

Upon a roll call the Ayes were 3 and Nays were 0.

7). New Business

A). A request for proposals for the purchase of two and three bedroom condominiums has been advertised. Deadline for submission of proposals is March 9, 2005 at 2:00 PM.

B). Single Audit Proposals

The Board reviewed the two (2) proposals the Authority received to conduct the Single audit for FY '04. Dennis Sullivan moved that Walsh & Associates' proposal for \$4000.00 be approved. Ken Sghia-Hughes seconded the motion and all members approved.

8). Regular Meeting adjourned at 830 PM.

Respectfully submitted,



Naomi E. McManus  
Executive Director