

ACTON HOUSING AUTHORITY

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

Attendance: Ken Sghia-Hughes, Jean Schoch, Dennis Sullivan, Bob Whittlesey. Naomi McMannis/Acton Housing Authority

Absent: Joseph Nagle

- 1). Jean Schoch, Vice Chairperson, called the Regular Meeting to order at 7:00 PM.
- 2). Bob Whittlesey moved to approve the minutes of the Regular Meetings of January 11, 2005, January 25, 2005 and February 22, 2005. Dennis Sullivan seconded the motion and all members voted in favor.
- 3). Bob Whittlesey moved to approve Voucher 246 in the amount of \$248,651.51. Dennis Sullivan seconded the motion and all members voted in favor.
- 4). Executive Director's Report
 - A). Keyspan is in the process of submitting a proposal to the Authority to convert Windsor Green from electric heat and hot water to gas.
 - B). Wampus Avenue apartments are in the process of a condo conversion. The Executive Director will be meeting with Town staff and the developers on March 25, 2005 to discuss their conversion.
 - C). It was noted both Briarbrook and Great Road Condominiums will be changing the wiring in all the units as the units were built with aluminum wiring that ~~connected to copper wiring which can become a fire hazard.~~
 - D). Pillar House II will be repairing their septic system over the next few months. It is anticipated there will be an assessment to each owner for the repairs.
 - E). Wayland Housing Authority will be holding a regional meeting for local housing authorities to discuss housing legislation, state housing funds, Chapter 40R Smart Growth, Municipal Affordable Housing Trust Funds, monitoring Affordability of existing and new Chapter 40B units, and sharing resources and concerns.
 - F). It was noted that the Acton Community Housing Corporation Committee will hold another First Time Homeowner's course starting on April 27, 2005.
- 5). Old Business

The Executive Director has placed a legal ad in the Central Register and the Beacon requesting proposals to purchase two and three bedroom condominiums.

The Authority will accept proposals every two weeks on a rolling basis until a unit is purchased or until the deadline of September 7, 2005.

6). New Business

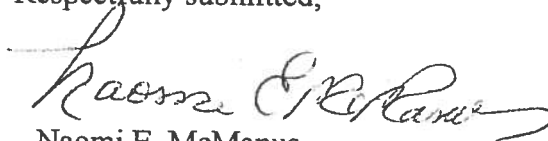
A). Bob Whittlesey moved to renew the Executive Director's annual contract effective January 1, 2005. Ken Sghia-Hughes seconded the motion and all members voted in favor.

B). The Executive Director informed the Commissioners that her resignation as the Executive Director will be effective July 1, 2005. The Board reviewed a draft of a job description for the Authority's Executive Director's position. The Department of Housing & Community Development must review and approve the job description before it can be advertised.

C). Bob Whittlesey moved to approve the Authority's Fee Accountant's two (2) year contract and to authorize Jean Schoch to sign the contract. Ken Sghia-Hughes seconded the motion and all members voted in favor.

7). The Regular Meeting adjourned at 8:30 PM. The next Regular Meeting will be held April 12, 2005 at 7:00 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director