

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting of April 26, 2005, 7:00 PM at 68 Windsor Avenue, Acton, MA

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

Absent: Joseph Nagle and Bob Whittlesey

- 1). Jean Schoch, Vice Chair, called the Regular Meeting to order at 7:00 PM
- 2). Ken Sghia-Hughes moved to approve the amended minutes of the Regular Meeting of April 12, 2005. Dennis Sullivan seconded the motion and all members voted to approve.
- 3). The Board discussion the Department of Housing & Community Development's (DHCD) letter outlining the procedure to follow when hiring of Executive Director Ken Sghia-Hughes volunteered to serve as the Chairman of the Search Committee. Ms. McManus will ask for a tenant representative to serve on the Search Committee as Candidates are interviewed.
- 4). Executive Director's Report
 - A). Discussion followed regarding a family housing tenant who received a 14 Day Notice to Vacant for non-payment of rent in the amount of \$1366. The tenant vacated the unit after receiving the 14 Day Notice. The Authority was unable to collect the unpaid rent as the tenant moved out of State. Ken Sghia-Hughes moved to write off the \$1366. Jean Schoch seconded the motion and all members voted in favor of the motion.
 - B). Board reviewed a comparison of monthly condominium fees for the 27 condo units owned by the Authority.
 - C). The Acton Community Housing Corporation (ACHC) has scheduled another Information Session in Windsor Green's Community Room on May 9, 2005. The meeting will be with abutters to the proposed project on Willow/Central Street.
 - D). Board reviewed DHCD's subsidized Housing Inventory for Acton. It was noted the list does not include the affordable unit at Dunham Place, the 3 units at Franklin Place and the 2 units at Fort Pond Brook.
 - E). Board reviewed a survey the Authority completed regarding the effects of HUD's Section 8 Housing Choice Voucher funding for 2005.
 - F). Board reviewed an updated tenant damage policy.



G). Board reviewed the statistics of the Centralized Waiting List for the Section 8 Housing Choice Voucher Program

H). It was noted that a Middlesex Retirement Board Council meeting will be held May 24, 2005.

I). The Executive Director's letter to the developers of Fort Pond Place was reviewed. The developers had responded to the Authority's Request for Proposal to purchase two and three bedroom units. The letter stated that the Authority could not commit to purchase a unit before it was constructed. The Board reviewed the informational flyer the developers intended to send out to interested First Time Homebuyers..

J). A letter from a Windsor Green tenant was reviewed. The tenant asked to have the Authority's Board Meeting posted in the community room. The tenant also stated a concern regarding tenants smoking in their own apartments. He asked if units could be set aside for smokers or simple ban smoking in the development. He asked if the State Lease could be changed. The Executive Director has forwarded his letter to DHCD for their review of his requests.

5). Old Business

A). The Executive Director recommended the Board vote to hire Foresite Engineering to draft a Request for Proposals for engineering drawings for the passive recreational area at McCarthy Village. Ms. McManus received a quote of \$200.00 from Foresite Engineering to develop a Request for Proposal (RFP). Dennis Sullivan moved to approve the payment. Ken Sghia-Hughes seconded the motion and all members voted to approve.

B). The Authority has not received the signed General Contractor's contracts from DHCD for the replacement of the septic system. Once the contract is received the Authority will issue a Notice to Proceed.

C). The Authority submitted a proposal to the Acton Boxborough United Way requesting \$3500 to fund a Nine Month Women's Support Group beginning in the fall of 2005.

D). Ken Sghia-Hughes moved to authorize Jean Schoch to sign the renewal policy for Directors & Public Officials General Liability. Dennis Sullivan seconded the motion and all members voted in favor.

6). New Business

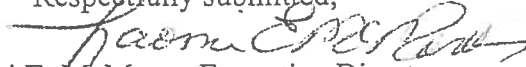
Blanchard Place

The Executive Director informed the Board of a proposed project to be located off of Prospect Street. The proposed development will consist of 16 units of which 4 units will be sold as Affordable Units to First Time Homebuyers. An Informational Meeting on the proposed development was held for the abutters and

Town Board members. During the Informational Meeting the abutters were concern that the developments construction would cause additional flooding to their property.

7). The Regular Meeting adjourned at 9: 30 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Naomi E. McManus", written in a cursive style.

Naomi E. McManus Executive Director