

ACTON HOUSING AUTHORITY BOARD MEETING  
MINUTES JULY 12, 2005

Meeting was called to order by Ken who was acting as Chair for the meeting.

1. Bob moved and Bernice seconded approval of the minutes of the June 28<sup>th</sup> meeting.
2. Executive Director's Report
  - A. Update on First Couple of Weeks  
Kelley spent the first week with the out-going Director, Betty McManus. Betty did a wonderful job of going through all the responsibilities of the job, making sure Kelley was familiar with any on-going issues or problems. Betty also put a time-line together for Kelley so that she would know when reports were due to various State and Federal Agencies. Betty's commitment to the Housing Authority and the people who live and work here continues to be demonstrated even in her "retirement". Kelley reported that she was very impressed with the competence and work ethic of the staff at the Housing Authority.
  - B. Septic Update  
Kelley reported that there have been problems with the new septic system at Elliot House. The pump alarm went off and we had to have the system pumped. Kelley will follow up with the contractor and report back at the next Board meeting.
  - C. McCarthy Village Passive Recreation Space  
Kelley reported that she is going to meet with the residents of the Village to get feedback on the design. She is also going to meet with Chief Craig to make sure the design takes into account the turn-around for the Fire Department.
  - D. Trees Removed  
Kelley reported that trees needed to be moved at Elliot House, Sachem Way and Windsor Green. Assabet Valley Tree did the work.
  - E. Siding Issue  
Kelley reported that DHCD was not happy with the information supplied by the contractor for the cost of replacing the siding. DHCD is going to write up specifications so that we can get some more cost estimates.
3. Old Business
  - A. Selectman's Meeting  
The condo-conversion at Wampus is going to be discussed at the Selectman's meeting on July 18<sup>th</sup>. Betty will speak for the Housing Authority. Kelley will e-mail everyone the time that it is scheduled to be on the agenda.
  - B. Collateral Agreement  
Bob reported that he had read the agreement and did not see anything that raised concerns. Bob made a motion which Bernice seconded that:  
The Authority enter into the proposed collateral agreement with Bank of America and Middlesex Bank and that the Chair and Executive Director be authorized to sign the agreement.
  - C. Signature Stamps

The signature stamps were handed out and the Board was reminded to bring them to all subsequent Board meetings.

4. New Business

A. Updating our Management Information System

We are going to visit some other Housing Authorities that use comprehensive management information systems and report back to the Board.

B. Credit Checks

Bob made a motion which Dennis seconded to contract with a vendor to access credit information on applicants and tenants. This will supply us with information regarding any monthly payments, which will help determine actual income, any civil court action against applicants by past landlords, and other helpful information.

C. FSS Staffing

The Board agreed that it was in the Authority's best interest to find resources that could be used to guarantee our FSS staff person a position for 3 months if our federal grant was not renewed. This would cost the AHA approximately \$9,000.

D. Gas Conversion

Keyspan is going to come to Windsor Green to gather information to put together a proposal for converting from electric to gas heat. Dennis offered to represent the Board in any future conversations with Keyspan.

D. Schedule Future Board Elections

The Board elected the following officers to serve until September when the longest serving member, Jean Schoch, would be back from Maine. The Board elected officers to serve until September;

Chair- Robert Whittlesey

Vice Chair- Jean Schoch

Treasurer- Dennis Sullivan

Secretary- Ken Sghia-Hughes

E. Mr. Whittlesey adjourned the meeting.

Respectfully Submitted,



Kelley A. Cronin  
Executive Director

