

## ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, February 3, 2004, 4:40 PM at 68 Windsor Avenue, Acton, MA.

Present: Jean Schoch, Dennis Sullivan, Bob Whittlesey. Naomi McManus/Acton Housing Authority

Absent: Erin Bettez and Joseph Nagle

- 1). Jean Schoch, Secretary, called the Regular Meeting to order at 4:30 PM.
- 2). Dennis Sullivan moved to approve amended minutes of the Regular Meeting of January 6, 2004. Bob Whittlesey seconded the motion and all members voted in favor.
- 3). Bob Whittlesey moved to approve Voucher # 232 in the amount of \$286,032.24. Dennis Sullivan seconded the motion and all members voted in favor.
- 4). Executive Director's Report
  - A). Board informed of Mass NAHRO's Legislative Workshop to be held February 24, 2004. Board Members wishing to attend were asked to contact the Authority's office.
  - B). Discussion followed regarding the availability of NAHRO's 2004 Scholarship Application for Local Housing Authority's clients, employees and Board Members.
  - C). Board informed of Russian Cable's annual payment of \$92.66.
  - D). It was noted that the Acton Housing Authority's Family Housing Initiative proposal submitted to the Community Preservation Committee (CPC) in which the Authority requested \$200,000 to purchase condominiums received a favorable review from the CPC.
  - E). Board discussed the Selectmen's Affordable Housing Strategy Meeting which was held on February 2, 2004.
  - F). NStar's denial to reimburse the Authority for an electrical problem that destroyed the circuit boards of the dryers at McCarthy Village was discussed.
  - G). Board reviewed a letter that had been sent to area Family Self Sufficiency (FSS) Coordinators praising them for their work with FSS clients.
  - E). Board informed of four (4) success stories of the Authority's State's Escrow Program. The four (4) clients who participated in the new Escrow Program have left public housing after being tenants for at least fifteen (15) years. One

purchased a home and the other three moved from public housing to the private rental market.

F). The Section 8 Centralized Waiting List the Authority belongs to with forty three (43) other local authorities has over 45,000 applicants.

G). NAHRO's Annual Sea Crest meeting in Falmouth will be held May 23<sup>rd</sup> through May 26, 2004. The Executive Director has reserved two (2) rooms at Sea Crest for the Board Members.

5). Old Business

A). The Authority's part-time position for an Administrative Assistant has been advertised. The position is for 18 hours a week at \$12.00 an hour without benefits.

B). The Board discussed the Planning Board's proposed zoning changes that will be presented at the Annual Town Meeting.

6). New Business

A). Executive Director reviewed her Annual Contract with the Board. Bob Whittlesey moved to authorize Jean Schoch to sign the Executive Director's Annual Contract. Dennis Sullivan seconded the motion and all members voted in favor.

B). The Board reviewed a proposal from the Authority's Fee Accountant for Implementation of Government Accounting Standards Board (GASB) Statement #34. Ms. McManus stated the Authority had to comply with the new standards. The Authority's Fee Accountant requested an additional \$795.00 to prepare the necessary documents. Dennis Sullivan moved to approve the expenditure of \$795.00 and Bob Whittlesey seconded the motion and all members voted in favor.

7). The Regular Meeting adjourned at 6:00 PM. The next Regular Meeting was scheduled for February 17, 2004 at 4:30 PM.

Respectfully submitted,



Naomi E. McManus  
Executive Director