

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, September 16, 2003, 4:30 PM at 68 Windsor Avenue,
Acton, MA.

Attendance: Erin Bettez, Dennis Sullivan, Joseph Nagle, Jean Schoch. Naomi
McManus/Acton Housing Authority

- 1). Joseph Nagle, Vice Chairman called the Regular Meeting to order at 4:30 PM.
- 2). Erin Bettez moved to approve the minutes of the Regular Meetings of June 17, July 1, and July 22, 2003. Dennis Sullivan seconded the motion and all members voted in favor.
- 3). Joseph Nagle moved to approve Voucher #226 in the amount of \$271,820.27. Erin Bettez seconded the motion and all members voted in favor. Joseph Nagle moved to approve Voucher #227 in the amount of \$235,282.26. Dennis Sullivan seconded the motion and all members voted in favor.
- 4). Executive Director's Report
 - A). The Director updated the Board on the current status of the Towne Building's RFP. Homeowner's Rehab and Women's Institute have submitted proposals for the project. The Selection Committee has interviewed them both firms and will be making a recommendation to the Selectmen at their Pubic Meeting of September 23, 2003.
 - B). In July the Director met with the residents of Windsor Green to update them on the status of the parking lot. It is anticipated the work will begin late August and be completed in one (1) month.
 - C). The Director stated she would not ask for Early Retirement as it would financially strap the Authority. The Department of Housing & Community Development has informed State Housing Authorities that funds for early retirement must come out of the Authority's existing budget.
- 4). Old Business
 - A). The Acton & Boxborough United Way has informed the Authority that it has been awarded a \$3,500 grant for the Parent Aide Mentor Program.
 - B). HUD has informed the Authority their 2002 SEMAP is 102% and that they have been designated Acton Housing as a High Performer.
 - C). The Department of Housing & Community Development has informed the Town of Acton that \$25,000 has been set-aside in the Soft Second Loan Program. The Soft Second Loan Program is a highly successful initiative intended to promote affordable homeownership opportunities for low and moderate-income first time homebuyers.

D). The Department of Housing & Community Development has formally informed the Authority that the three affordable rental units at Robbins Brook Assisted Living have been added to the Subsidized Housing Inventory for the Town of Acton bring the Town to 2.15%.

E). After the Executive Director's recommendation Dennis Sullivan moved to transfer \$1000 from the Section 8 Administration account to cover a budget shortfall for the Parent Aide Mentor Program. Joseph Nagle seconded the motion and all members voted to approve.

5). New Business

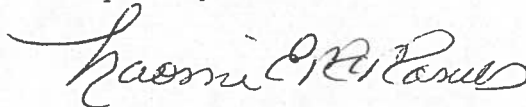
A). The Board was informed there will be a Public Hearing held October 7th and 8th by the Planning Board called "Forum- To live in Acton". The forum is part of the State- funded Community Development Plan project. The main focus will be housing and housing opportunities and diversity in Acton.

B). The Board reviewed the July 9, 2003 memo from the Middlesex Retirement System informing members of civil suit filed in Middlesex Superior Court by the Middlesex Retirement Board against Mellon Financial Corporation.

C). The Acton CPC minutes were reviewed by the Board. Over the next few weeks the Authority will explore the addition of affordable rental housing using CPA funds. Formal proposals must be submitted to the CPA in early November.

6). Regular Meeting adjourned at 6:30 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director