

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, October 21, 2003, 4:30 PM at 68 Windsor Avenue, Acton, MA.

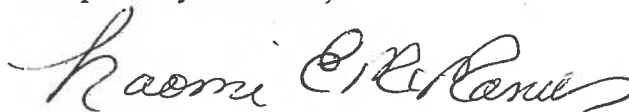
Attendance: Erin Bettez, Joseph Nagle, Jean Schoch, Dennis Sullivan, Bob Whittlesey, Naomi McManus/Acton Housing Authority

- 1). Joseph Nagle, Vice Chairman called the Regular Meeting to order at 4:30 PM.
- 2). Dennis Sullivan moved to approve Voucher # 229 in the amount of \$238,010.38. Erin Bettez seconded the motion and all members voted in favor.
- 3). Executive Director's Report
 - A). Board reviewed a letter from Nancy Kolb, Director of Public Services for Acton's Public and Regional School System thanking the Executive Director for her participation in the Leadership Conference this past July.
 - B). Middlesex Retirement System's memorandum inviting the Authority's Treasurer to Advisory Council Meeting on November 6, 2003 was noted.
 - C). The memo from the Trustees of Parker Village regarding the window replacement was discussed. The unit owners would have to contract for all the windows in their unit to be replaced at the cost of \$600 a window. The Authority's three (3) condo units have 7 windows in each, which would be a cost of \$4,200 per unit. The Director stated the current budget could not cover the window replacement costs at this time.
- 4). Old Business
 - A). Windsor Green Septic Repair Work & Parking Lot Enlargement
The Board reviewed the backup paperwork for Change Order #1 in the amount not to exceed \$40,000 to cover the additional septic system repairs. The State has approved the Change Order.
 - B). CPA
The Executive Director recommended that the Authority request CPA funds to be match with the Sweeney donation of \$300,000 to purchase two (2) condominiums for family housing. The Board asked that Kevin Sweeney be asked to send a letter confirming his \$300,000 donation.
- 5). New Business
Board reviewed the Authority's Fee Accountant's memo which was sent to all his clients informing them of HUD's new financial requirement of auditors, fee accountants and Public Housing Authorities. The State Auditors will no longer be doing Single Audits for Authorities. The Director has solicited proposals from Audit firms to conduct the Single Audit review. After reviewing the proposals

Dennis Sullivan moved that the Executive Director contact other Authorities for references on Hurley, O'Neill & Company and if the references were good that she be authorized to contract with Hurley, O'Neill & Company to conduct the Single Audit for FY 2003 in the amount of \$4,125. Joseph Nagle seconded the motion and all members voted in favor.

6). The Regular Meeting adjourned at 5:45 PM.

Respectfully submitted,

A handwritten signature in cursive script, reading "Naomi E. McManus". The signature is written in dark ink and is positioned above the printed name.

Naomi E. McManus
Executive Director