

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, November 19, 2002, 4:30 PM at 68 Windsor Avenue, Acton, MA.

Attendance: James Eldridge, Claire Kostro, Joseph Nagle, Jean Schoch, Dennis Sullivan. Naomi McManus/Acton Housing Authority

Guest: Howard Gordon, Acton Housing Authority's Fee Accountant

1). Approval of the Minutes of the Regular Meeting of October 22, 2002 was deferred until the next Regular Meeting.

2). Howard Gordon reviewed the Executive Director's new salary scheduled as outlined in the memo from the Department of Housing and Community Development (DHCD). Based on DHCD's new guidelines effective July 1, 2002 the Executive Director was due a retroactive increase of \$1,388.50. Jean Schoch moved to approve the retroactive increase as outlined in DHCD's worksheet. Dennis Sullivan seconded the motion and all members voted to approve.

3). Howard Gordon reviewed the Authority's proposed Annual Operating Budgets for 2003.

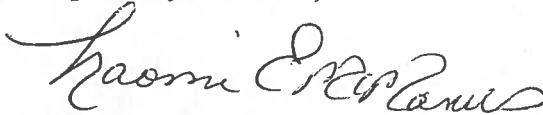
Dennis Sullivan moved that the proposed Operating budget for State-Aided 4001 Housing of the Acton Housing Authority (Chapter 667/705/689/MRVP), Program Number 400-1 for fiscal year ending 12/31/2003 showing total operating receipts of \$492,585.00 and total operating expenditures of \$ 562,540.00, there by requesting a subsidy of \$69,955.00 be submitted to the Department of housing and Community Development for its review and approval. Joe Nagle seconded the motion which, upon roll call, was passed by a vote of 5 to 0.

Motion: Dennis Sullivan moved that the proposed Operating budget for state-aided MRVP Housing of the Acton Housing Authority Program Number MRVP for fiscal year ending 12/31/03 showing a total Operating Receipts of \$2,400.00 and total operating expenditures of \$2,244.00, there by requesting a subsidy of 0 be submitted to the Department of Housing and Community Development for its review and approval. Joseph Nagle seconded the motion which, upon roll call, was passed by a vote 5 to 0.

Motion: Dennis Sullivan moved that the proposed Operating Budget for State-Aided 689 Housing for fiscal year ending 12/31/03 showing a total operating receipts of \$26,852.00 and total operating expenditures of \$26,852.00, there by requiring a subsidy of 0 be submitted to the Department of Housing and Community Development for its review and approval. Joseph Nagle seconded the motion which, upon roll call, was passed by a vote of 5 to 0.

- 4). Claire Kostro moved to increase the monthly rent for Eliot House to \$2, 172.00. The increase was due to the operating expenses incurred by the Authority. James Eldridge moved to approve the motion and all members voted in favor.
- 5). The Executive Director reviewed the request by the inspection service hired by the Authority to conduct inspections of subsidized units. PHI Inspection Company requested a \$1.00 increase. Routine inspections currently cost \$35.00 and now will \$36.00 per inspection.
- 6). It was agreed that if James Eldridge decides that he is unable to remain a Acton Housing Authority Commissioner, Joseph Nagle will be the Authority's representative on the Community Preservation Committee.
- 7). The Regular Meeting adjourned at 6:30 PM.

Respectfully submitted,



Naomi E. McManus  
Executive Director