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ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, April 3, 2001, 4:30 PM at 68 Windsor Avenue, Acton, MA.

Attendance: Claire Kostro, Diane Poulos Harpell, Joseph Nagle, Jean Schoch, Dennis Sullivan. Naomi McManus/Acton Housing Authority

- 1). Jean Schoch, Chairman, called the Regular Meeting to order at 4:30 PM. Diane Poulos Harpell moved to approve the amended minutes of the Regular Meetings of 2/6/01 and 3/8/01. Claire Kostro seconded the motion and all members voted in favor.
- 2). Diane Poulos Harpell moved to approve Voucher #197 in the amount of \$268,147.08. Claire Kostro seconded the motion and all members voted to approve. Dennis Sullivan moved to approve Voucher # 198 in the amount of \$156,876.02. Joseph Nagle seconded the motion and all members voted to approve.
- 3). Executive Director's Report
  - A). To date the Department of Housing and Community Development (DHCD) has not returned RTN Russian Media Group LLC's cable contract. RTN is providing Russian cable service for McCarthy Village and Windsor Green under an old contract.
  - B). The State Auditors are conducting an annual audit of the Authority's financials statements and programs.
  - C). As the low bidder, BFI was awarded the trash removal contract for Windsor Green and McCarthy Village. The monthly charge will be \$572 for two (2) dumpsters located at Windsor Green and two (2) at McCarthy Village.
  - D). The Doli Atamain Campership Program (DACP) is now separate from the administration of the Authority. DACP has applied for a non-profit status from the IRS.
  - E). The Authority has requested that the A/B Senior Class provide eighteen (18) volunteers for their Community Service Day, to cleanup the grounds at Windsor Green and McCarthy Village.
  - F). The final report of the underground cleanup of the Mobile Gas Station located on 2A, adjacent to Pillar House was noted.
  - G). The Executive Director is obtaining bids for the repair/replacement of Windsor Green's sign.

H). Board informed of a AHA tenant's complaint to the Massachusetts Commission Against Discrimination Board against the Trustees of Pillar House I, for their denial to let her Hearing Aid Dog reside in her unit.

#### 4). Old Business

A). The Authority has submitted a request to Department of Housing and Community Development (DHCD), asking to retain the monies Boston Edison reimbursed the Authority for their overcharges. To date DHCD has not responded to the Authority's request.

B). John Grady, DHCD's Civil Engineer is in the process of developing specs for the repair work of Windsor Green's septic system.

C). The Board was reminded of NAHRO's Annual Sea Crest Conference scheduled May 20-23.

D). The Board reviewed the Authority's United Way proposal for monies to fund a nine (9) month Women's Support Group.

E). The Executive Director discussed The Inmate Community Work Program with the Board. It was the sense of the members that the Authority request inmates for landscaping work at Windsor Green.

#### 5). New Business

A). Diane Poulos Harpell moved to approved the Authority's Fee Accountant Contract for 2001 and 2002. Dennis Sullivan seconded the motion and all members voted in favor.

B). Based of the Executive Director's recommendation Claire Kostro, moved to submit a proposal to HUD to fund the Authority's Family Self Sufficient Coordinator. Dennis Sullivan seconded the motion and all members voted in favor.

C). Based of the Executive Director's recommendation, Claire Kostro moved to approve the following the addition to the Authority's Section 8 Administrative Plan and Diane Poulos Harpell seconded the motion with all members voting to approve:

1). Administrative controls will be implemented as needed, to ensure full adherence to statutory and regulation requirements, and proper management procedure. The Administrative Plan will apply to the Section 8 Housing Choice Voucher Program. The Acton Housing Authority will administer Section 8 Mainstream Housing for Persons with Disabilities Voucher in accordance with approved procedures for the Section 8

Program and pursuant to the AHA's application for said program on file with HUD. Vouchers under this program will be issued to persons who are disabled under the HUD approved definition.

2). Time parameter for repairs and consequences of failure to repair: Serious life threatening violations must be corrected within twenty-four (24) hours. For other HQS violations, corrections must be made no later than the first of the month following the specified correction date. The Housing Authority will provide extensions if necessary based upon facts and circumstances of each case.

D). The Board held their annual election of Officers and results were as follows:

Jean Schoch- Chairman  
Joseph Nagle- Vice Chairman  
Dennis Sullivan- Secretary  
Claire Kostro- Treasurer  
James Eldridge- Member

6). The Regular Meeting adjourned at 6:00 PM. Next Regular Meeting was scheduled for May 1, 2001 at 4:30 PM.

Respectfully Submitted,



Naomi E. McManus  
Executive Director