

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, October 22, 2001, 4:00 PM at 68 Windsor Avenue, Acton, MA.

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

- 1). Jean Schoch moved to approve the amended minutes of the Regular Meetings of September 24, 2001 and October 1, 2001. James Eldridge seconded the motion and all members voted in favor.
- 2). Joseph Nagle moved to approve Voucher # 217 in the amount of \$273,375.38. Claire Kostro seconded the motion and all members voted in favor.
- 3). Executive Director's Report
 - A). The Board reviewed of the new concept plan for Windsor Green's parking lot expansion. The plan's design allows 32 new parking spaces to be built instead of the approved 39. The abutter has verbally agreed to the concept plan, which places the parking behind building one in two rows of 16 spaces running along the back of the building. The final details need to be negotiated and the concept plan presented to the Windsor Avenue neighborhood and Windsor Green residents.
 - B). Cement repair work on the handicapped ramp and the walkways at Windsor Green will be done by J & K Masonry. The cost for the repairs will be \$525.00. The Executive Director contacted a number of contractors and J & K were the most responsive and reasonable.
 - C). The final quote for the installation of an eight-foot fence at Eliot House is \$3,540.00. The Authority has agreed to share the expense with Eliot Human Services and pay \$1,770.00.
 - D). A Letter to the Editor in the Beacon from a Parent Aide regarding the Authority's excellent Parent Aide Mentor Program was reviewed.
 - E). The status of a family member being evicted McCarthy Village was discussed with the Board. The tenant has agreed to adhere to the legal eviction, which was filed in the Concord District Court on October 24, 2002.
 - F). The Board was informed that a tenant living in one of the Authority's family units became very upset when a Private Conference was scheduled to discuss his unreported income. The tenant contacted the Department of Housing & Community Development (DHCD) and lodged his complaint.
 - G). Board was informed that an underground electrical wire servicing a family unit became broken. N-Star made an emergency repair but stated the final repair work was the Authority's responsibility. The Executive Director contacted three

contractors and the only one that could do the work on the scheduled date of October 18, 2002 was James Fenton & Sons. The repairs were a health & safety matter and needed to be addressed immediately.

4). Old Business

A). The Board was informed that HUD approved the Authority's application for the Family Self-Sufficiency Coordinator's salary for the coming year.

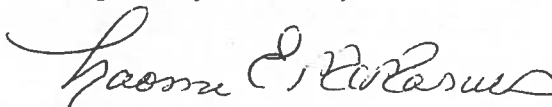
B). A discussion followed regarding the proposal submitted by Automatic Laundry for laundry services at McCarthy Village. The Board felt that the Authority should purchase their own machines instead of continuing with Automatic Laundry.

5). New Business

The Executive Director discussed the memorandum sent by DHCD regarding their contracts with Local Housing Authorities. The State Comptroller's Office is requiring that all agencies utilize their Standard Contract Form. Dennis Sullivan moved to authorize the Executive Director to sign the contract between the Commonwealth of Massachusetts and the Authority. Claire Kostro seconded the motion and all members voted to approve.

6). The Regular Meeting adjourned at 6:00 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director