



ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, December 11, 2001, 4:30 PM at 68 Windsor Avenue, Acton, MA.

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

- 1). Jean Schoch, Chairperson, called the Regular Meeting to order at 4:30 PM.
- 2). Dennis Sullivan moved to approve the minutes of the Regular Meeting of November 23, 2001. James Eldridge seconded the motion and all members voted to approve.
- 3). Executive Director's Report
  - A). The Acton Housing Authority (AHA) Board Members were informed of the AHA's letter sent to Governor Swift urging the Governor to make the Alternative Housing Voucher Program whole again by including \$1 million in line item 7004-9030 in a Supplemental Budget Request.
  - B). The flyer sent by the AHA staff to McCarthy Village families encouraging Neighborhood Pride was noted by the Board.
  - C). Citizen's Bank visited the AHA's staff and provided information on what their bank could offer the Authority. The staff after reviewing the information felt that the bank accounts at Middlesex, Mass Municipal Depository Trust and Fleet met the Authority current banking needs.
  - D). Board informed that the Department of Housing and Community Development (DHCD) determined that N-Star is with in their right to shift the responsibility of monitoring the off and on peak hours of electricity being charged to the Authority by installing time clocks. The clocks will be installed by N-Star at no charge to the Authority, but once installed the Authority will be responsible for monitoring the proper function of the time clocks on and off peak hours.
  - E). Board reviewed HUD's letter informing the Authority of its under-utilization of Section 8 Rental Assistance for year end 2000. The Executive Director assured the Board that the Authority will be at 95% by the year end 2001.
  - F). Board informed that the Authority's administrative staff was contacted by the FBI regarding a person living in one of the Authority's condo units.
  - G). The legal process regarding the eviction of an elderly tenant is progressing. The lawyer for the Authority and the lawyer for the tenant are drafting an agreement that the tenant will not interfere with the peaceful enjoyment of his neighbors living next to him nor will he cause any further damage to his unit.

Failure to abide by the agreement will cause the Authority to go to court for procession of the unit.

H). Claire Kostro reported on United Way's workshop regarding their survey results. The survey showed the following needs:

- 1). Affordable Housing
- 2). Local Transportation
- 3). Recreation and services for teens between the ages of 13-18 years
- 4). Lack of awareness regarding community services and agencies for people in time of need to turn to for help
- 5). Needs of non-English speaking residents

I). The Authority's maintenance staff will attend the Town's seminar on Conflict of Interest Law

4). New Business

A). James Eldridge moved to approve the State's Auditors Contract to conduct Single Audits for period ending 12/31/01 and 12/31/02. Dennis Sullivan seconded the motion and all members voted in favor.

B). Claire Kostro moved to authorize the Chairperson to sign the Executive Director's contract for the year 2002. James Eldridge seconded the motion and all members voted in favor of the motion.

5). The Regular Meeting adjourned at 5:15 PM.

Respectfully submitted,



Naomi E. McManus  
Executive Director