

June 19, 2000  
994.

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, May 16, 2000, 4:00 PM at 68 Windsor Avenue, Acton, MA

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

- 1). Jean Schoch, Chairman, called the Regular Meeting to order at 4:30 PM.
- 2). Dennis Sullivan moved to approve the minutes of the Regular Meeting of April 19, 2000 as amended. Claire Kostro seconded the motion and all members voted to approve.
- 3). Claire Kostro moved to approve Voucher # 187 in the amount of \$149,133.22. Dennis Sullivan seconded the motion and all members voted in favor.
- 4). Executive Director's Report
  - A). Board informed that an elderly resident living at McCarthy Village was at risk. Minuteman Home Care Elderly At Risk Service has been contacted and is coordinating services to enable the resident to remain living in a independent setting.
  - B). Based on the E.D. recommendation the Board voted to write off the unpaid rent balance of \$342 of an elderly McCarthy Village resident. The resident was placed permanently in a nursing home on April 28<sup>th</sup> and the nursing home took the elderly's Social Security check for May leaving the resident no means to pay May's rent. The resident's family was successful in emptying the resident's apartment before the 1<sup>st</sup> of May.
  - C). The Board was informed that the Town of Acton is charging the Authority an annual Master Box fee of \$200 each for the master boxes located at Windsor Green and McCarthy Village.
  - D). On May 23<sup>rd</sup> A/B United Way's Budget Committee will be interviewing the Authority's staff for the funding the budget shortfall of the Parent Aide Mentor Program and the Nine Month Women's Support Program.
  - E). The E.D. discussed with the Board the complaint of noise brought to her attention by an elderly Windsor Green husband and wife in regard to their handicapped neighbor's oxygen machine and the two (2) air conditioners that must run constantly. The E.D. stated that the elderly residents are not satisfied with what has been done to abate the noise level. The Director reviewed with the Board her letter to the elderly residents informing them of the abatement measures taken and if they were dissatisfied with the results they could ask for a transfer or a Hearing before the Grievance Panel.

F). The Board reviewed the two (2) applications the Authority submitted to HUD requesting additional funds for twenty five (25) Fair Share Vouchers and funding to renew the Authority's Family Self Sufficiency Coordinator's position.

G). The Director informed the Board that she has sent a draft of the Authority's new Administrative Plan to one of the Section 8 Mobility Association's lawyer for review. The lawyer has been asked to submit a quote for her review and finalization of the Authority's Section 8 Admin. Plan.

H). Board reviewed the bids received from two of the five septic contractors that had been contacted to submit bids for a two year septic service contract. The bids were from Acton Concord Septic in the amount of \$1350 per pumping and the other from Sewer Works in the amount of \$2100. The Board agreed to award the contract to the lowest bidder Acton Concord Septic.

I). Board was informed that Caldwell Environmental's contract for Biological Preventive Leach Field Maintenance Program has been re-activated based on the Board of Health Director's determination that the system needed the addition of Biological treatments.

J). The Authority has placed a Legal Notice requesting painting bids to re-stain the exterior buildings at McCarthy Village. The bids are due by 2:00 PM on the May 31, 2000.

K). The annual beautification contest for the family development at McCarthy Village will be held May 22, 2000.

L). The Jenks Fund has awarded the Authority's Atamian Campership Program \$400.00

K). Seven A/B High School seniors volunteered for Community Service Day to do spring cleanup at McCarthy Village.

L). The Board was reminded of NAHRO's Annual Conference to be held at Sea Crest, May 21, 22 and 23<sup>rd</sup>.

M). Board discussed the resignation of one of the Authority's maintenance men and the retirement of the other maintenance men. The Director and staff has conducted interviews with four candidates and based on the interviews the E.D. has hired Rob DeVirgilio and Michael Fagan. Both men are well qualified and are very enthusiastic about working for the Authority.

#### 5). Old Business

Boston Edison has officially notified the Authority that they are reviewing all compiled data collected and are comparing the figures to the Authority's utility charges dating back to 1986. The Authority's consultant, UMG, estimates Boston

Edison's overcharges and the interest due the Authority amounted to one million dollars.

6). New Business

A). Board reviewed the Department of Housing and Community Development's letter to the Town informing them that they will need to provide Housing Certification in order to be eligible for discretionary programs administered by the Executive Office of Transportation and Construction, the Executive Office of Environmental Affairs, the Department of Economic Development, and the Department of housing and Community Development.

B). Due to a December 1999 oversight by the Director the Board reviewed the Executive Director's contract effective January 1, 2000. Dennis Sullivan moved to renew the Executive Director's Contract, the motion was seconded by Claire Kostro. All Board Members voted to approve. Dennis Sullivan was appointed by the Chairman as Acting Secretary due to Joseph Nagle absence before the final vote was taken.

7). The Regular Meeting adjourned at 6:00 PM. The next Regular Meeting was scheduled for June 6, 2000 at 4:30 PM.

Respectfully submitted,



Naomi E. McManus  
Executive Director