

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, February 23, 1998, 7:30 pm at 68 Windsor Avenue, Acton, MA.

Present: Dean Cavaretta, Tom Dill, Diane Poulos Harpell, Claire Kostro, Jean Schoch
Guest: Steve Aronson, candidate for Acton Selectmen

- 1). Jean Schoch, Chairman, called the Regular Meeting to order at 7:30 pm.
- 2). Diane Poulos Harpell moved to approve the Minutes of the Regular Meeting of January 26, 1998 as amended. Claire Kostro seconded the motion and all voted to approve.
- 3). Executive Director's Report
 - A). The Board was informed that Jesse Liberty, a candidate for School Committee, has asked to hold a coffee for the elderly/family residents housed by the Authority on March 13, 1998 at 2:00 pm. Mr. Liberty will provide the coffee and light refreshments, the Authority will post a notice informing the tenants.
 - B). The Executive Director has submitted a proposal to the Jenks Fund for \$500.00. If approved the monies will be used to fund Community Ed. Classes, crafts and sport fees for Acton Children subsidized by the Authority.
 - C). The Authority sent a letter to Pillar House I's management requesting reimbursement of a rug replacement in the amount of \$149.00. The value of the new rug was depreciated over a seven years period. The seven year old carpet needed to be replaced due a number of sewer backups which had occurred over the past year.
 - D). Board was informed that when a individual or group requests the use of the Community Building the request is reviewed and authorized by the Executive Director. It is the responsibility of the person in charge of the activity to lock the building when the activity extends beyond normal closing hours.
- 4). Old Business
 - A), Modernization Work Exterior Siding & Carpentry Repairs Windsor Green
 - 1). Tom Dill moved to approve Change Orders #2 in the amount of \$323.00 for the addition of a 1 x 6 piece of board on each canopy to receive new gutters, Change Order #3 in the amount of \$3,126.00 to wire motion detectors in four (4) storage sheds, Change Order #4 in the amount of \$3,015.00 to install an additional 357 feet of gutters and downspouts, Change Order #5 in the amount of \$2,215.00 to replacement and install 40 bathroom window cranks, and Change Order #6 in the amount of \$5,220.00 to install 68 electrical receptacles for the relocation of the air conditioners. Diane Poulos Harpell seconded the motion and all members voted in favor.

2). Based on the Executive Director's recommendation Tom Dill moved to authorize the Executive Director to sign the Certificate Of Substantial Completion. Diane Poulos Harpell seconded the motion and all members voted in favor.

5). The Executive Director reviewed Utility Management Group's Contract in which the old fees scheduled of a 50/50 split will be used instead of the 30/50 split. Paul Johnson of DHCD successfully negotiated with Utility Management's staff the original fee split. Based on DHCD's approval Tom Dill moved to authorize the Executive Director to sign the contract using the 50/50 fee split. Diane Poulos Harpell seconded the motion and all members voted in favor.

5). New Business

A). United Way 's Application for 1998-1999

The Executive Director informed the Board the Authority's application this year will fund a budget shortfall of \$1700 for the Parent Aide Mentor Program and program cost to run a Women's Support Group for the entire year (12 two hour sessions). The group leaders will be professional people experienced in working with low income single parents.

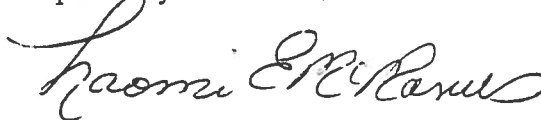
B). Dean Cavaretta moved to authorize the Chairman to sign the Section 8 ACC Contract # MA057CE0026. Claire Kostro seconded the motion and all members voted in favor.

C). Tom Dill moved to approve the Executive Director's Annual Contract effective January 2, 1998. Claire Kostro seconded the motion and all members voted in favor.

D). Steve Aronson a candidate for the position of Acton Selectmen, discussed with the Board his decision to run for Selectmen. The Board discussed with Mr. Aronson the function of the Authority in the community.

6). Regular Meeting adjourned at 9:30 pm. Next Regular Meeting was scheduled for March 16, 1998.

Respectfully submitted,



Naomi E. McManus
Executive Director