



ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, May 18, 1998, 7:30 pm at 68 Windsor Avenue, Acton, MA.

Present: Dean Cavaretta, Diane Poulos Harpell, Jean Schoch. Naomi McManus/Acton Housing Authority

Absent: Claire Kostro, Joseph Nagle

- 1). Jean Schoch, called the Regular Meeting to order at 7:30 pm.
- 2). Dean Cavaretta moved to approve the Regular Meeting Minutes of May 18, 1998. Diane Poulos Harpell seconded the motion and all members voted to approve.
- 3). Executive Director's Report
 - A). Board was informed the Authority's request to DHCD to use administrative monies from the Windsor Green's Modernization Project to purchase two (2) computers, soft ware for the computers and one copy machine was approved.
 - B). The Executive Director notified the Board that Legal Counsel had reviewed the legal ramifications if the Authority deposited the reimbursement check provided by a septic system contractor for Eliot House who had failed to service the system at Eliot House properly. Staff was instructed to deposit the check endorsing the back "Accepted Without Prejudice".
 - C). The staff will hold a Beautification Contest for the families living at McCarthy Village. The contest will be held May 21, 1998 and the top three winners will receive a hanging plant.
 - D). The Board was informed Utility Management Group (UMG) had misinterpreted Acton Water District water charges to the Authority incorrectly. UMG found the Water Department had not overcharged the Authority.
- 3). Old Business

The Board reviewed the paving repairs bids for Windsor Green as follows: Nashoba Paving at \$6,323.00, Lazaro Paving for \$8,850.00 and C.T. Robinson Co. for \$8,276.00. Based on the bids Diane Poulos Harpell moved to authorize the Executive Director to sign a contract with Nashoba Paving in the amount of \$6,323.00 for paving repairs.
- 4). New Business

The Board discussed voting approval of a draft of the Procurement Policy, the Rent Collection Policy, the Applicant Screening Policy and the Reasonable Accommodation Policy. It was agreed the Board would review the policies again individually and at their next Regular Meeting vote to approve the final draft.
- 5). The Regular Meeting adjourned at 8:30 pm. The next Regular Meeting was scheduled for June 1, 1998.

Respectfully submitted