



ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting. July 7, 1997, 7:30 pm at 68 Windsor Avenue, Acton, MA.

Attendance: Dean Cavaretta, Diane Poulos Harpell, Claire Kostro. Naomi McManus/
Acton Housing Authority.

Absent: Tom Dill, Jean Schoch

- 1). The Regular Meeting was called to order by Diane Poulos Harpell, Secretary to the Board.
- 2). Dean Cavaretta moved to approve the Minutes of the Regular Meeting of June 2, 1997. Claire Kostro seconded the motion to approve voted to approve.
- 3). Dean Cavaretta moved to approve Voucher #153 in the amount of \$166,692.57. Clair Kostro seconded the motion and all members voted to approve.
- 4). Executive Director's Report
 - A). Board reviewed Bob Whittlesy's resume and cover letter expressing his interest in becoming a future Board Member.
 - B). Discussion followed regarding the Executive Directors Meeting held by NAHRO to discuss the problems of Administrative Fees in the administration of Mobility Certificates.
 - C). The Board was updated on the State's Housing Budget. The Executive Director has written several Legislators asking for their support to increase the housing budget.
 - D). The United Way of Acton/Boxboro has awarded the Authority a grant in the amount of \$4.150 which enables the continuation of the proactive programs offered to the clients. The programs are a six week Life Skills Course, A six week Parenting Course, a 12 month Parent/Aide Mentor Program and a six week Nutritional series.
 - E). Discussion followed regarding the rent arrearage of three (3) past tenants. The Executive Director has been to Small Claims court for one and has a Court Order repayment agreement. The Director intends to follow a Court Proceedings with the other two (2) tenants.
 - F). The Executive Director inform the Board that Meadowbrook will be assessing unit owners an additional \$1500.00 to cover the full repair of the septic system. Pillar II will have an assessment to repair the roof and other common area repairs. The Board will be informed at a future Board Meeting the assessment costs to the Authority.
 - G). Board reviewed and discussed CHAPA's Housing Briefs.

H). Board informed that the Middlesex County Retirement System will be dissolved in the future.

I). Board notified that the Administrative Assistant/Bookkeeper will computerize the Authority's property list from file cards to the computer. This will be done as overtime with time off as compensation.

5). Old Business

A). The Modernization work for Windsor Green is progressing. The project is out to Bid with File Sub-bids due July 31st and General Contractor bids due August 7, 1997.

B). After the Board reviewed the letter from HUD's Fair Housing Department Claire Kostro moved the Authority adopt the following item under the Selection of Families and Priorities:

#6). Displaced by Landlord action such as conversion of unit to a condo or to a non-resident, applicants displaced as a result of Natural Disaster or government action (other than HUD disposition).

Dean Cavaretta seconded the motion and all members voted in favor.

C). Discussion followed regarding the Payment Lieu of Taxes paid to the Town by the Authority. The annual amount is \$10,000.00. The sense of those present will be to discuss the matter at a future Board Meeting.

D). Board reviewed and approved the Authority's new fact sheet as presented by the Executive Director.

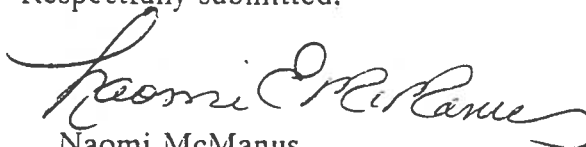
6). New Business

A). Discussion followed regarding the Executive Director's recommendation to the Board to adopt a policy that owners/families will be provided information on past Landlords of a Certificate Holder. Dean Cavaretta second the motion and all members voted to approve.

B). Board reviewed the draft of the Progressive Discipline Policy presented by the Executive Director. Claire Kostro moved to approve the policy as amended. Dean Cavaretta seconded the motion and all members voted to approve.

70. The Regular Meeting adjourned at 9:00 pm. The next Regular Meeting was scheduled for August 18, 1997.

Respectfully submitted,



Naomi McManus
Executive Director