



ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, November 17, 1997, 7 :30 pm at 68 Windsor Avenue, Acton, MA.

Present: Dean Cavaretta, Claire Kostro, Jean Schoch

Absent: Tom Dill, Diane Poulos Harpell

- 1). Jean Schoch, Vice Chairman, called the Regular Meeting to order at 7:30 pm. Ms. Schoch appointed Dean Cavaretta as Acting Secretary for the Regular Meeting.
- 2). Claire Kostro moved to approve the Minutes of the Regular Meeting of November 17, 1997. Dean Cavaretta seconded the motion and all members voted to approve.
- 3). Old Business  
Board discussed the RFPs sent to Public Fee Accountants requesting that they submit a proposal. Six (6) accounting firms were contacted, none of the firms submitted a bid. Dean Cavaretta moved to award a two year contract to the Authority's current Fee Accountant in the amount of \$900.00 a month, a \$2.00 increase over last year's contract. Claire Kostro seconded the motion and all members voted to approve.
- 4). New Business  
Board reviewed the Annual Operating Budget Revision #1 with the Executive Director. Based on the executive Director's recommendation the following action occurred:

MOTION: Dean Cavaretta moved that the proposed Operating Budget for State-aided Elderly/Family Housing, of the Acton Housing Authority, (Chapter 200/667/705/689/707), Program No 4001 for FY ending 12/31/97, showing Total Operating Receipts of \$417,060 and Total Operating Expenditures of \$479,202 thereby requesting a subsidy of \$61,962 be submitted to the Department of Housing and Community Development for its review and approval. Claire Kostro seconded the motion which, upon roll-call vote, was passed by a vote of 3 to 0.

5). The regular Meeting adjourned at 8:30 pm. The next Regular Meeting was scheduled for December 1, 1997.

Respectfully submitted

Naomi E. McManus  
Executive Director