



ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, January 22, 1996, 7:30 pm at
68 Windsor Avenue, Acton, Ma.

Attendance: Tom Dill, John Noun, Barbara Yates. Naomi McManus

Absent: Jean Schoch, Wanda Sharpe

1). Tom Dill, Chairman, called the Regular Meeting to order at
7:30 pm.

2). Barbara Yates moved that the Minutes of the Annual and
Regular Meetings of December 18, 1995 be approved. John Noun
seconded the motion and all members voted to approve.

3). Approval of Voucher #135 was deferred until the next Regular
Meeting of February 5, 1996.

4). Executive Director's Report

A). Discussion followed regarding the E.D.'s concern that a
tenant living at Windsor Green was asked to move from a second
floor apartment to a first floor and refused. The E.D. had made
the request based on the recommendations of the Visiting Nurses
and the tenant's Doctor. The Board recommended that the E.D. send
a letter to the tenant explaining the Authority's concerns again
and if the tenant still refused to move the tenant should be
asked to provide a statement stating he will not hold the
Authority liable if he falls and injures himself on the stairs.

B). The E.D. informed the Board that she has scheduled
Private Conferences with the sponsors of two tenant's living at
Windsor Green regarding the tenant's independent living at
Windsor Green.

C). The E.D. informed the Board that she had been asked for
the Board's comments regarding the Yankee Village Trustees
decision to establish a policy that would not allow the
Authority's tenants to contact the management firm directly but
to call the Authority with their concerns or problems. The Board
discussed the tenant's request and suggested to invite the tenant
to meet with the Board directly or to submit the request in
writing.

D). The Board was informed that the Authority has begun Court
action to evict a tenant for non-payment of rent. Henry Dane, the
Authority's Legal Counsel will represent the Authority in Court.

E). John Noun stated he was comfortable with the Grievance
Procedure adopted by the Board on December 18, 1995.

F). Pillar House I's Special Assessment of \$150 monthly for the repainting and installation of new rugs in the common areas was noted.

G). Board Members who are interested in attending NAHRO's Legislative Luncheon on January 31, 1996 need to contact the AHA's office.

H). The E.D. asked for authorization to use monies from the Planning and Development Fund to purchase CHAPA's new book listing the funding agencies which provide monies for innovative housing programs.

Barbara Yates moved that the Board authorize the E.D. to purchase CHAPA's funding book for \$30.00 and to take the monies from the Planning and Development fund. John Noun seconded the motion and all members voted to approve.

I). NAHRO's Annual Sea Crest Conference will be held May 19-22, 1996. Board Members interesting in attending need to contact the E.D.

J). Based on the E.D.'s recommendation the Board agreed to continue to contract with Concord Family Service for its Parent Aide Mentor Program this year.

K). The Board was informed that the basements of the three Rosestone condo units owned by the Authority were flooded January 20, 1996. The Executive Director will send a letter to the Trustees informing them of the incident. The Trustees will be asked to remove the snow from the site when the snow becomes piled up behind the Authority's units.

5). Old Business

Barbara Yates informed the Board that she would not seek another term as a Board Member this April. To date no one has expressed and interest in running for the position. The Members suggested that the local newspapers be contacted and asked to run a story about the AHA and the vacant position.

6). New Business

A). The Executive Director recommended that the Board contract with the State Auditors to do conduct a Single Audit for the year 1995 & 1996.

John Noun moved that the Board vote to approve to contract with the State Auditor for Single Audit for year 1995 & 1996. Barbara Yates seconded the motion and all members voted to approve.

B). Discussion followed regarding how best to inform tenants and sponsors of what the Authority's responsibilities are to the tenants it houses.

7). The Regular Meeting adjourned at 9:30 pm.

Respectfully submitted,


Naomi E. McManus
Executive Director