



## ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, August 19, 1996, 7:30 pm at 68 Windsor Avenue, Acton, MA.

Attendance: Tom Dill, Diane Poulos Harpell, Wanda Sharpe. Naomi McManus/Acton Housing Authority

Absent: John Noun, Jean Schoch

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

2). Wanda Sharpe moved that the amended Minutes of the Regular Meeting of July 15, 1996 be approved. Diane Poulos Harpell seconded the motion and all members voted to approve.

3). Wanda Sharpe moved that Voucher #142 in the amount of \$166,184.50 be approved. Diane Poulos Harpell seconded the motion and all members voted to approve.

4). Executive Director's Report

A). Discussion followed regarding the eviction of a tenant by the Acton Housing Authority. Clinton Housing Authority has requested a reference check on the tenant. The Executive Director has responded to Clinton's the. HUD was asked by Senator's Kennedy's office to investigate the Authority's eviction of the tenant. HUD has determined that the Authority followed procedure and will be notifying the Senator's office.

B). The Ultimate Cleaning Company has been hired to clean 6 Sachem Way for \$1400. The Authority's painter has been contracted to paint the entire unit once the Authority's maintenance staff has completed the repairs.

C). Discussion followed regarding the Water Department's request to upgrade the water line at McCarthy Village. It was the sense of those present to allow the upgrade. The upgrade will not be an additional cost to the Authority.

D). The AHA has been asked by the Town Planner to provide additional data to Acton's Community Action Statement.

E). United Way's Day of Caring will be held on September 24, 1996. A Travel Log and an ice cream social will be held at the Windsor Green site.

F). Discussion followed regarding the incident in which an Eliot House resident had to be removed by ambulance. The Board requested that the Executive Director inform DMH that the resident should not be allowed to return due to her present physical condition.

G). Minuteman Home Care's Designer Show Case Home will be open for public viewing starting September 8, 1996.

H). Discussion followed regarding the Fire Department's request to upgrade the Fire Panel at Windsor Green. The Fire Department has asked that when there is a problem that the individual apartment's be identified on the fire pedestal instead of the entire building. The Executive Director has received a cost estimate from the contractor in the amount of \$800+. The Board asked that the upgrade be included in the Authority's annual operating budget for 1997.

I). The Executive Director has received two estimates to repair the floor of the handicapped bathroom at Eliot House. Foley Tile estimated the work at \$7000.00 and Kendal Contractor's estimate is considerable less than Foley's. The E.D. will inform the Board once the final quote from Kendal Contractor's.

J). Norman Day Electrical Contractors have completed their annual inspection of the Authority's Fire Panels and smoke detectors at McCarthy Village and Windsor Green.

K). The number of clients being housed at Wright's Terrace has been reduced from eight to six. Both DMH and Division of Housing & Community Development are aware of the reduction.

L). MMDT's interest for July was 5.20%.

#### 5). Old Business

A). Wanda Sharpe moved that the Chairman be authorized to sign the contract for 667-1 State Aid Improvement Program between the Commonwealth of Massachusetts and the Acton Housing Authority in the amount of \$417,000.00. Diane Poulos Harpell seconded the motion and all members voted in favor.

B). Diane Poulos Harpell moved that the Chairman be authorized to sign the Annual Contribution Contract for Alternative Housing Voucher Program. Wanda Sharpe seconded the motion and all members voted to approve.

#### 6). New Business

A). The Executive Director informed the Board that the Authority must submit a formal proposal for the funding of the FSS coordinator's position next year. It was the sense of those present that a formal proposal be submitted to HUD.

B). Diane Poulos Harpell moved that to approve the new Regulation for Tenant Eligibility and Selection as well as the income limits listed below. Wanda Sharpe seconded the motion and all members voted to approve.

7). The Regular Meeting adjourned at 9:00 pm. The next Regular Meeting will be held on September 9, 1996.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Naomi E. McManus".

Naomi E. McManus  
Executive Director