

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting of November 20, 1995, 7:30 p.m.
at 68 Windsor Avenue, Acton, MA.

Attendance: Tom Dill, Barbara Yates, Jean Schoch. Naomi E. McManus/Acton Housing Authority.

Absent: John Noun, Wanda Sharpe.

- 1). Tom Dill, Chairman, called the Regular Meeting to order at 7:35 p.m.
- 2). Jean Schoch moved to approve the Minutes of the Regular Meeting of November 6, 1995 as amended. Barbara Yates seconded the motion and all members voted to approve.
- 3). Barbara Yates moved to approve Voucher #133 in the amount of \$144,086.15. Jean Schoch seconded the motion and all members voted to approve.
- 4). Executive Director's Report
 - A. Chapa's memo updating members of possible changes in housing programs on the Federal and State levels was noted.
 - B. The Board was informed that the 14 (fourteen) Executive Directors of area housing authorities are not interested in pursuing regionalization at this time. They have agreed to develop a Memorandum of Agreement to work together in reducing individual operating expenses by consolidating purchases and services at 14 group rates whenever possible.
 - C. Concord Family Services Annual Operating Budget for the Parent Aide Mentor Program was reviewed by the Board. The 1996 Budget has an increased cost to the Authority of \$5,000 over 1995. It was the sense of the Board that if necessary the Authority's clients served by the program may have to be reduced from 8 - 10 to 5 - 6 clients.
 - D. The Executive Director has given Eliot Community Human Services a ninety-day notice that the monthly rent charged for Eliot House will be \$1,611, effective March 1st, a 4% increase over last year.
 - E. HUD's letter granting approval for exceptional rents in the Town of Acton was noted.
 - F. The Executive Director's letter to Don Johnson, Town Manager, regarding the staffing changes at Terrace Place was discussed.

- G. The Executive Director recommended that Barbara Yates' name be placed in nomination for the United Way's Outstanding Volunteer Award.

5). New Business

- A. The Board reviewed the proposed Annual Operating Budgets of 1996 for the State Housing Programs.

MOTION: Jean Schoch 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 12/31/96, showing Total Operating Receipts of \$373,725 and Total Operating Expenditures of \$442,413, thereby requesting a subsidy of \$68,688 be submitted to the Executive Office of Communities and Development for its review and approval. Barbara Yates seconded the motion which, upon roll-call vote, was passed by a vote of 3 to 0.

MOTION: Jean Schoch moved that the proposed Operating Budget for State-aided Handicap Housing, of the Acton Housing Authority, (Chapter 200/667/705/689/707), Program Number 689-1 for fiscal year ending 12/31/96, showing Total Operating Receipts of \$19,908 and Total Operating Expenditures of \$19,908, thereby requesting a subsidy of \$ 0 be submitted to the Executive Office of Communities and Development for its review and approval. Barbara Yates seconded the motion which, upon roll-call vote, was passed by a vote of 3 to 0.

MOTION: Jean Schoch moved that the proposed Operating Budget for State-aided Rental Assist. Housing, of the Acton Housing Authority, (Chapter 200/667/705/689/707),

Prog Numb MRVP for fiscal year ending December 31, 1996, showing Total Operating Receipts of \$3,855 and Total Operating Expenditures of \$4,601, thereby requesting a subsidy of \$ 0 be submitted to the Executive Office of Communities and Development for its review and approval. Barbara Yates seconded the motion which, upon roll-call vote, was passed by a vote of 3 to 0 .

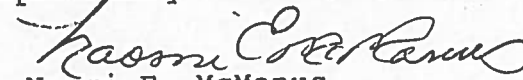
B. The Board reviewed the Executive Director's Annual Contract. Jean Schoch moved that the Chairman be authorized to sign the E. D. Contract. Barbara Yates seconded the motion and all members voted to approve.

C. The Board reviewed the Authority's Management Check List. Barbara Yates moved to approve submission of the Management Check List to EOCD. Jean Schoch seconded the motion and all members voted to approve.

6). The Regular Meeting adjourned at 9:30 p.m.

7). The next Regular Meeting was scheduled for December 18, 1995 at 8:00pm which will follow the Annual Meeting at 7:30pm. Tom Dill appointed Barbara Yates and Jean Schoch to the Nominating Committee for the Annual Meeting.

Respectfully submitted,



Naomi E. McManus
Executive Director