



ACTON HOUSING AUTHORITY

The Regular Meeting of the Acton Housing Authority, October 19, 1999, 9:00 AM at 68 Windsor Avenue, Acton, MA. Present: Dean Cavaretta, Diane Poulos Harpell, Claire Kostro, Joseph Nagle. Naomi McManus/Acton Housing Authority  
Absent: Jean Schoch

- 1). Regular Meeting called to order at 9:00 AM by Diane Poulos Harpell, Vice Chairman.
- 2). Dean Cavaretta moved to approve the minutes of the Regular Meeting of October 4, 1999 as amended. Claire Kostro seconded the motion and all members voted to approve.

3). Executive Director's Report

A). The Festival of Trees has been cancelled by the Friends of the Acton's Public Health Nurses.

B). NARHO's Annual Fall Conference to be held in Fitchburg November 15th & 16th was noted. Board Members interested in attending were asked to contact the Authority's office.

C). Acton/Boxboro United Way's "Days Of Caring" will begin the week of November 1, 1999. The Authority has requested volunteers to assist in the fall clean up of Windsor Green.

D). Board Members were updated on the current status of the eviction of a State 705 Family Housing tenant.

E). The Executive Director requested that the Board consider granting her an additional 5 days vacation annually. Currently all employees who have worked at the Authority 9 1/2 to 20 years receive 20 days vacation. The Authority's Administrative Policy allows the Board to grant an employee additional vacation after 20 years. The Executive Director has been employed by the Authority since August of 1978.

Diane Poulos Harpell moved to grant the Executive Director an additional five (5) days vacation annually. Clair Kostro seconded the motion and all members voted to approve.

4). Old Business

The Executive Director asked the Board to consider paying \$165.00 to the Secretary of The Commonwealth on behalf of the Acton Community Housing Corporation. The Director explained that the ACHC had not realized that Annual Reports and a filing fee needed to be sent every year to the Commonwealth. Recently the ACHC was sent notification that

they had to file eleven (11) Annual Reports and owed \$165.00 in filing fees. The Director pointed out that the ACHC had made a donation of \$520.00 to the Authority's Planning & Development Fund before they became a Town Board.

Diane Poulos Harpell moved to pay the ACHC filing fee of \$165.00 to the Secretary of the Commonwealth. Dean Cavaretta second the motion and all members voted in favor.

5). Regular Meeting adjourned at 10:00 AM.

6). The next Regular Meeting was scheduled at 9:00 AM on November 2, 1999.

Respectfully submitted,

A handwritten signature in cursive script, reading "Naomi E. McManus".

Naomi E. McManus  
Executive Director