



ACTON HOUSING AUTHORITY

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

Attendance: Dean Cavaretta, Diane Poulos Harpell, Jean Schoch, Naomi McManus/Acton Housing Authority

Absent: Tom Dill

Guest: Claire Kostro future State Appointee to the Board

1). Jean Schoch, Vice Chairman, called the Regular Meeting to order at 7:30 pm.

2). Diane Poulos Harpell moved to accept the Minutes of the Regular Meeting of January 27, 1997. Dean Cavaretta seconded the motion and all members voted to approve.

3). Diane Poulos Harpell moved to accept Voucher #148 in the amount of \$174,257.52. Dean Cavaretta seconded the motion and all members voted in favor.

4). Executive Director's Report

A). HUD's letter acknowledging the Authority's Single Audit Report without findings was noted.

B). The Board was informed that the original quote for the bathroom repairs at 27 Concord Road had been exceeded. The increased cost was due to additional repair work done on a second floor bathroom. The final cost for the first floor bathroom repairs was \$2815.11 and the second floor bathroom repairs was \$2278.15.

C). Board Members interested in attending the NAHRO's Annual Sea Crest Conference in May were asked to contact the Executive Director.

D). The Board received the Year End Statements for the Authority's State Conventional Housing Programs.

E). Board reviewed the Vacancy Report sent to DHCD for period ending December 31, 1996.

F). Diane Poulos Harpell moved to approve the Executive Director's Annual Contract effective November 26, 1996. Dean Cavaretta seconded the motion and all members voted to approve.

G). The Annual Meetings of Yankee Village's and Eriabrook's Condo Associations were discussed. Colonial Pines' Annual Meeting and need for a Special Assessment to repair the septic system was discussed. The Authority's assessment will be \$2826 for each of the two units (C5 & C6) owned by the Authority. All unit owner will share in the expense of the repairs.

H). To date the Executive Director has not been contacted by Caldwell Environmental regarding their investigational work of Windsor Green's septic system.

I). The Authority's Nutritional Wellness Series has begun with nine clients signed up to attend.

J). MMDT's interest rate for January was 5.25%.

K). Discussion followed regarding the Grievance Panel Hearing held on February 25, 1997 involving an MRVP tenant and the Executive Director.

L). The Authority has submitted a request to the Jenks Fund for \$500.00 for spring and summer A/B Community Education classes for Acton children subsidized by the Authority.

M). The Authority submitted a proposal to A/B United Way in the amount of \$4,200 to cover a budget shortfall of \$1,700 for the Parent Aide/Mentor Program, \$1,200 for a six weeks Life Skills Workshops, \$650 for a six week series on the Difficulties of Parenting for Women Living in Poverty and \$650 for a six week Women's Nutritional Wellness Series.

5). Old Business

Doug Okum, Architect for the repair work at Windsor Green has submitted 95% of his working drawings to DHCD for review. DHCD has had several comments regarding the submission. Doug has been asked to review DHCD's comments and incorporate them into his working drawings.

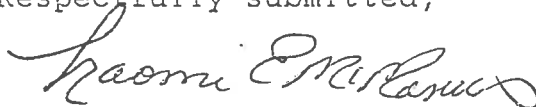
6). New Business

A). The Board Members received a copy of the Town of Acton's Community Action Statement prepared by the Planning Department.

B). The Board was given a copy of the Authority's 5 Year Housing Plan for review and comment.

7). The Board Meeting adjourned at 9:15 pm with the next Regular Meeting scheduled for April 28, 1997 due to the Town's Annual Meeting and the holiday on April 21.

Respectfully submitted,



Naomi E. McManus
Executive Director