

ACTON HOUSING AUTHORITY

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Lydia R. Jesu
TOWN CLERK, ACTON

Minutes of Regular Meeting, 7:30 P.M., 17 April 1980, Acton-Boxborough
Regional High School

ATTENDANCE: Joseph Mercurio, James Sargent, Paul DerAnanian, Marlin
Murdock, Betty McManus/Acton Housing Authority
Ruth Gill, Nellie Campbell, Rosemarie Durkin/Citizens
Advisory Committee
Mary Reed/League of Women Voters

1. In the absence of the Chairman and the Vice-Chairman, Mr. Mercurio assumed the duties of Chairman Pro-Tem.
2. Minutes of the Regular Meeting of 7 April 1980 were approved.
3. Joe Mercurio welcomed Marlin Murdock as the new member of the Authority and noted that an Annual Meeting for the election of officers for the new year must be held. He appointed the following members to serve as a nominating committee to recommend new officers for the Authority: Joe Mercurio, James Sargent, Marlin Murdock. They will report at the Annual Meeting.
4. Architect's Report

Jim Sargent referred to Inspection Report No. 55 regarding progress at Windsor Green, especially to the Interior Completion Schedule. Based on this schedule, Congress Construction Company is forwarding a letter to the Authority stating that completion date will be no later than 1 July 1980. Carpets installed have a lower fire rating than that specified, although they still meet the fire code. The Architect has asked for a credit to be applied to the Contract. (The Secretary will get a letter from a proper Acton official on the adequacy of the carpets against fire regulations.)

A dedication plaque for placement in the Community Building was approved.

5. Coordinator's Report

Betty McManus reported on a meeting with Jeanne Kangas, Boxborough Selectman, on ways to get public-assisted housing in Boxborough. Ms. Kangas will ask the Boxborough COA to survey elderly housing needs. Then probably a reciprocal agreement between Acton and Boxborough can be reached as it pertains to the Boxborough residents on our Rental Assistance waiting lists.

The 5th Amendment to the Chapter 707 ACC has been received, increasing our agreement to \$38,488.00.

MOVED: To approve the 5th Amendment to the Chapter 707 ACC.

VOTED.

Betty is gathering more data from personnel at Village Arms on their efforts to evict two of our tenants.

6. Treasurer's Report

DCA will cut our request for final development funds by about \$10,000.00. Joe feels that we will have adequate funds.

7. Secretary/Correspondence

Received from DCA:

- New Maintenance Wage Rates for Acton Housing Authority (copy to each member)
- Proposed Rent Determination Regulations (effective 1 July 1980) (copy to Betty)
- Letter from Lawrence Mullings cancelling scheduled site visit to Acton.

Floor plans for each type apartment were distributed to members, as well as a sample Personnel Policies Statement which must be displayed in the Authority office.

The Conservation Commission has informed the Authority that the Order of Conditions for Windsor Green has expired, and it requests a Certificate of Completion or a request for an extension. The Secretary will request an extension.

Ken DiNisco has applied several different colors of paint samples to the end of the Maintenance Building and asks members to indicate a preference for the final exterior coat on all buildings. He feels that the original yellow will be too bright when viewed as a whole.

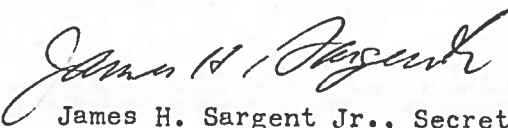
8. Unfinished Business

Executive Director: Joe Mercurio appointed a committee consisting of himself, Jim Sargent, and Marlin Murdock to meet at the earliest opportunity to draw up an Executive Director Job Description and forward it to DCA for approval.

Tenant Selection - Windsor Green: The Secretary distributed copies of a letter from DCA indicating that it is not appropriate to request a Naturalization Certificate Number from applicants since there is no requirement of citizenship as a condition for eligibility. In addition, DCA wishes to know whether all applications distributed on 15 March 1980 were returned and how applications are taken subsequent to 29 March 1980.

The Members ascertained the eligibility of those applicants about which there was no question. (The results of this action are contained in the Official Master File and Waiting Ledgers in the Authority office.) Betty McManus was asked to gather more information on those remaining applicants and to report at the next meeting, when their eligibility will be determined.

9. The meeting adjourned at 9:30 P.M.


James H. Sargent Jr., Secretary
Acton Housing Authority