

ACTON HOUSING AUTHORITY

Minutes of Regular Meeting, 7:30 P.M., 15 September 1980, 68 Windsor Avenue

ATTENDANCE: Ann Courtright, Paul Der Ananian, Joseph Mercurio, James Sargent, Marlin Murdock, Betty McManus, Barbara Yates/  
Acton Housing Authority  
Ken DiNisco/Architect  
Frank Averett, Nellie Campbell, Ruth Gill, Rose Durkin/  
Citizens Advisory Committee  
Mary Reed/League of Women Voters  
Kathy Maslanka/Visiting Nurse, Acton Board of Health

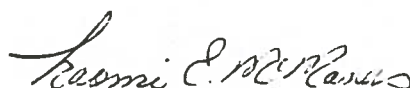
1. Minutes from Regular Meeting, 4 August 1980 approved.
2. Architect's Report - See attached.
3. Treasurer's Report - Deferred.
4. Executive Director's Report - Deferred.
5. A motion was made and accepted to sign the contract between the Acton Housing Authority and the Acton Visiting Nurses on providing medical services to the elderly and handicapped of this area at the Community Building of Windsor Green.
6. Advisory Committee
  - A. Bud Rogers, Chairman - letter of resignation. Motion made and accepted to accept Bud Rogers' resignation from the Committee.
  - B. Motion made and accepted to appoint Kathy Maslanka to the Advisory Committee.
  - C. The Advisory Committee will meet and report to the next Authority meeting on their future role to the Acton Housing Authority.
7. Joseph Mercurio gave a preliminary report on the Personnel Practices for the employees of the Authority. He stated he had spoken to other Authorities and to DCA - he felt the sense of these contacts to be a full time employee is one that works five days a week regardless of the number of hours worked. He will present a written report at the next Board Meeting.
8. A motion was made to accept Sections One to Twenty-eight, inclusive, of Chapter 32 of the General Laws of Massachusetts.

AYE	NAY	ABSENT
Ann Courtright		
Paul Der Ananian		
Joseph Mercurio	0	0
Marlin Murdock		
James Sargent		

A duly attested copy of such vote shall be filed in the office of the Commissioner of Insurance within thirty days after the vote, thus allowing the Authority's employees to participate in the State Retirement Fund.

9. Discussion on Acton's applying for 705 and 667 funding. The Chairman appointed Marlin Murdock, to chair a committee composed of Joe Mercurio and Betty McManus. This committee will develop a proposal and present their recommendations to the entire Board on September 29, 1980.
10. Ms. Courtright voiced her concerns on the establishment of another committee, appointed by the Selectmen, to study housing problems in the Acton Area.
11. A motion was made and accepted to allow up to 12% of the units at Windsor Green, 667-1 Project, to be filled by Handicapped applicants.
12. Marlin Murdock stated that he felt the Board should thank Joe Mercurio for his time and relentless pursuit of the unfair one-time charge of \$17.75 by the New England Telephone Company. Through Joe's personal efforts, the Authority has been instructed by DCA to return this amount to all the tenants at Windsor Green. The Chairman asked the Executive Director how the monies should be dispersed and she said she would check with Howard Gorden on the proper procedure.
13. Nellie Campbell stated she spoke to a landowner on Windsor Avenue requesting permission to place a park bench on their property for a rest area for the elderly as they walk from Windsor Green to the Drop-In Center. To date she has not heard on their decision.
14. Open House Report - Committee of 10-12 tenants are working with the staff on the Dedication Ceremonies.
  - A. Shuttle bus will run from Gates School to Windsor Green to carry the invited guests.
  - B. A canopy will be set up to provide a covered area in case of inclement weather.
  - C. One hundred chairs will be set up under the canopy to provide seating.

- D. The catered expense of \$2.00 per person seems high. The sense of the meeting was to keep it at a minimum, contact a Community Group to help the staff and tenants provide desserts, coffee, .....tea and punch.
  - E. The Maynard Elderly Chorus Group will sing three selections at the dedication.
  - F. The ceremonies will center around the flag pole. Jim Falvey, the Acton Scout who is personally raising the funds for the purchase of the flag pole, will present the colors.
  - G. The Acton Junior High Band has been contacted to play the National Anthem.
  - H. Governor King, Byron Matthews, Senator Atkins, and Representative Loring will be personally invited to say a few words at the dedication ceremonies.
  - I. One hundred printed invitations will be ordered.
15. The Executive Director requested permission to contact the Authority's lawyer for guidance if it becomes necessary to appear in the court as a witness for a Certificate Holder against a complex owner. Permission was granted.
16. Executive Session was cancelled.
17. The next scheduled Board Meeting will be September 29, 1980 - a Special Meeting at 7:30 P.M. at 68 Windsor Avenue.
18. The meeting adjourned at 10:45 P.M.



Naomi E. McManus  
Executive Director

## ACTON HOUSING AUTHORITY

Addendum to Minutes of Regular Meeting, 7:30 P.M., 15 September 1980, 68 Windsor Avenue

Architect's Report - See #2 on p. 51.

1. The Architect submitted revised Substantial Completion forms for signature by the Authority.
2. The Architect reported that escrow accounts have been established for  
Congress/Cresta  
Congress/White Cap  
as a result of requests for direct payment by both sub-contractors.
3. The Architect reported that a recent meeting at DCA involving Congress, Greeno, DCA and the Architect resulted in the following agreement regarding the loam and seeding:
  - a. Greeno will prepare and reseed all areas that do not have an acceptable lawn. Work will begin on or about September 2, 1980.
  - b. Greeno will provide a water truck for the watering of all newly seeded areas for as long as necessary to achieve an acceptable lawn.
  - c. Because of the water ban in Acton, Greeno will be paid \$2000.00 for all expenses related to the water truck.
  - d. Congress has also been notified by the Clerk and Greeno has been notified by Betty McManus that certain areas with unacceptable lawns have not been reseeded.

If these areas are not reseeded immediately, this work will be done directly by the Authority and back charged to the Contractor.
4. All of the warranties have been submitted by Congress. The Record Drawings (mylars) are being prepared and will be submitted shortly.
5. The Architect summarized his letter report previously submitted to the Authority regarding the additional rip-rap embankment behind Building No. 2. Three contributing causes were:
  - a. Error in the topographic survey
  - b. Error in the grading at Building No. 2
  - c. Actual location of Building No. 2.

6. The Architect submitted for approval Change Order 14 (Add \$4,736.00) and Change Order 15 (Add \$3,744.25). Because of the pressing agenda, the Architect will make arrangements with Jim Sargent to sign the Change Orders at another time.
7. Betty McManus reported that at the present time, there are 30 tenant cars not including the 3 cars of Authority staff and only 29 available spaces. The Architect agreed to review the problem with Betty and to explore alternative solutions.
8. The Authority is in the process of taking bids on audio-visual alarms at the exterior entrance for each of the 4 handicapped apartments. Once the bids are received they will be submitted to DCA for review and approval.
9. A few remaining construction problems are still unresolved. Among these problems are the electric strikes at the handicapped apartments. Every effort is being made to resolve these problems.