

ACTON HOUSING AUTHORITY

Minutes of Regular Meeting, 7:30 P.M., 17 November 1980, 68 Windsor Avenue

Attendance: Paul Der Ananian, Joseph Mercurio, Marlin Murdock, James Sargent, Betty McManus, Barbara Yates/Acton Housing Authority
Frank Nichols/Tenant Organization
Kenneth DiNisco/DiNisco Associates Inc.
Jean Schoch/League of Women Voters

Absent: Ann Courtright/Acton Housing Authority

1. Minutes of the Regular Meeting of 3 November 1980 were approved.
2. Architect's Report
 - A. Discussion of additional lighting throughout the complex. Ken DiNisco will submit a change order to DCA for additional monies to install lights.
 - B. Congress Construction will put in new striker plates on two handicapped units on Tuesday, November 18, 1980. Congress will also check on sliding doors and the continued problem of water coming in on the floors in the units.
 - C. A metal ramp for all four handicapped units is being made and will be installed within the week.
 - D. The microfilm records of drawings and pertinent information relating to Windsor Green will be turned over to the Authority in the next few week.
 - E. The architect recommended withholding \$2000 to Greeno Landscaping until Greeno has finished the lawn work in the spring.
 - F. Discussion relating to off-peak meter in Building #1 for electric heat. It was decided that Ken DiNisco and Jim Sargent would send a letter to Jack Kelly stating the Authority's displeasure with the continued problem.
 - G. Executive Director reported that parking lot can now accomodate 36 cars. There are 29 tenants at present residing at Windsor Green who own cars.
 - H. Discussion of the need for one building to be wired on one fire alarm box. Mr. Nichols felt that there was no need to disturb other residents if fire was specifically located in one unit. The Board agreed with the architect that all tenants residing in a building must be aware of a potential emergency, thus sustaining the need for the alarm to sound in all apartments.

3. Treasurer's Report

Joe Mercurio, Treasurer, reported on the balance sheets submitted by the Accountant for 707, Section 8, and 667-1. A statement of Operating Receipts and Expenditures from 7-1-80 to 9-30-80 on Windsor Green was received by the Board. The Executive Director was requested by the Board to check with the accountant on discrepancy between Development Cost of \$2,179,230.46 and "Grants Authorized" of \$2,240,000.00, a difference of \$63,000.

4. Executive Director's Report

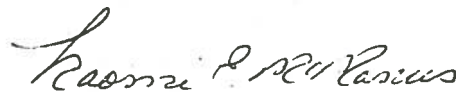
- A. Status of Development Budget as of 11-17-80 - \$16,174.07 has been charged to the Development Budget of \$17,000.
- B. Discussion of the need for constant replacment parts for the Brown Stoves.
- C. Section 8 Administrators Mobility Resolution #5-80 was read in full by Jim Sargent. Marlin Murdock moved to adopt resolution #5-80 and Joe Mercurio seconded.

Ayes	Nays	Absent
Paul Der Ananian		Ann Courtright
Marlin Murdock		
Joe Mercurio	-0-	
Jim Sargent		

- D. Discussion of legal services rendered by Schier, Schier & Graham, payment approved by the Board.
- E. Report on OUI charging a restocking charge of 50% for a returned storage cabinet.
- F. Discussion of Revolving Checking Account to pay general offices expenses for all three programs. Paul Der Ananian suggested contacting the Middlesex Bank to see if opening a NOW account on the first day of the month would give us a thirty day bank statement reflecting activity from the first to the last day of the month. Joe Mercurio will investigate setting up a Revolving Checking Account.
- G. Congress Construction has requested a Letter of Recommendation for the Authority. Jim Sargent will draft a letter for Board approval.
- H. The accountant will be meeting with the Executive Director to prepare budgets for 1981. The budget will be submitted to the Board at the next meeting.
- I. The Authority's office received a telephone call from a resident whose home is near St. Elizabeth's Church. She had been told that the Housing Authority was planning to build in the area.

The Director assured the caller that there was no site selected for any future building at the present time.

5. Chairman Jim Sargent requested the Board members to submit their estimate of volunteer time spent on Authority's business.
6. Motion made to adjourn at 9:45 P.M.
7. Next regular meeting will be 1 December 1980 at 7:30 P.M.



Naomi E. McManus
Executive Director
Acton Housing Authority