

ACTON HOUSING AUTHORITY
P.O. BOX 236
ACTON, MASSACHUSETTS 01720

Audie L. Fleance
TOWN CLERK, ACTON

Minutes of Regular Meeting, 7:30 P.M., 5 February 1979, Acton-
Boxborough Junior High School

ATTENDANCE: Ann Courtright, Robert Storella, Joseph Mercurio,
James Sargent, Paul DerAnanian, Betty McManus/Acton
Housing Authority
Members of the Citizens Advisory Committee
Barbara Yates /League of Women Voters
Kenneth DiNisco/DiNisco Associates, Inc.

1. Minutes of the 21 December 1978 meeting were approved.
2. The Chairman noted that the Acton-Boxborough League of Women Voters has re-instituted its program of League observance of all Town organizations' meetings and welcomed Barbara Yates, who has been assigned to attend Housing Authority meetings.
3. Architect's Report

Requisitions for Payment. The Architect reviewed the procedure of reviewing the Contractor's requisition for payment and subsequent review and approval and approval by the Authority. It was agreed that the meeting on the first Monday of each month would be established for review and approval of the requisition for payment.

Cash Flow. The Architect will compile an anticipated cash flow based on a schedule of payments prepared by the Contractor. This information will be forwarded directly to Joseph Mercurio with a copy to Jim Sargent.

Clerk of Works. The Architect will retain as a member of his staff a Clerk of Works subject to DCA approval. The duties of the Clerk primarily consist of observing the progress of construction and reviewing requisitions for payment.

Testing Engineer. Proposals from testing engineers to perform State mandated tests of concrete and other construction elements will be submitted to the Authority for approval at the March 5, 1979 meeting.

Archeological Survey - Phase II. The Architect submitted an invoice from Harvard University for Phase II Archeological Survey in the amount of \$1,894.52. It was agreed that prior to Authority approval the Architect would do the following:

- a. Determine if the terms and conditions of Harvard's proposal are consistent with the invoice.
- b. Ask Harvard for an itemized breakdown for travel, materials, etc.

- c. Determine if this was the first or second invoice from Harvard and if DiNisco Associates has been paid for the first invoice as a reimbursable expense.

4. Treasurer's Report

The Authority has received a check from DCA for \$1,530,000.00 for the construction phase of the Windsor Avenue site.

5. Coordinator's Report

Betty McManus reported that five accountants have submitted proposals to perform the required audit of the Authority's HUD Rental Assistance Program and recommended that the firm of Edward S. Schwartz, the lowest responsible bidder, be awarded the contract for the service. After some discussion, which concerned the fact that Edward S. Schwartz is currently under contract to the Authority to perform monthly accounting services, the following motion was made:

MOVED: That the Acton Housing Authority enter into a contract with Edward S. Schwartz, C.P.A., to perform the required audit of the HUD Rental Assistance Program in Acton, for the 35-month period ending 31 December 1978.

VOTED. (Mr. Storella is recorded as voting NAY.)

Betty McManus noted that on February 20, 1979, she would attend a Workshop on Chapter 707 Accounting Practices.

6. Secretary/Correspondence

- a. The Authority has received from HUD a Notification of Housing Assistance Availability for the Metropolitan Planning Area. After short discussion, it was decided that Acton would not be eligible for funds from these grants and we would not submit a proposal.

- b. Invoices were received from the following:

DiNisco Associates
Scheir, Scheir, & Graham
Secretary James Sargent (Administrative Expenses).

(All to Joe Mercurio for payment.)

- c. DiNisco Associates, Inc.

Letter from DiNisco Associates, Inc., has been received, answering the Acton Board of Health Position Paper. It answers all allegations and will be placed in the Authority's file for future reference.

DCA has responded to the Authority's request for an adjustment of the Architect's fee.

d. DCA

Jim Sargent attended an Affirmative Action meeting on 25 January 1979 at which forms and reports required by the Authority and the General Contractor were discussed.

Ann Courtright, Jim Sargent, and Howard Gorney attended a meeting at DCA on 18 January 1979 and participated in a formal signing of the approved contract for construction.

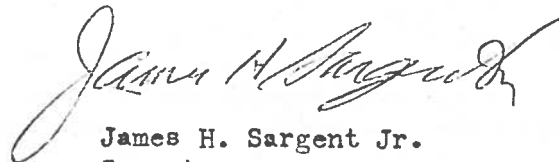
The Authority has received a letter from out-going Secretary of Communities and Development William Flynn, thanking all Local Housing Authorities for their support during his tenure.

e. Massachusetts Group Insurance Commission

The Massachusetts Group Insurance Commission has asked the Authority to determine whether any Authority employees are eligible for volunteer group insurance under its plans. After discussion, it was determined that the Authority would not enter into this plan at this time; the Secretary will so inform the Insurance Commission.

7. Next Meeting: Monday, 5 March 1979, 7:30 P.M., Room 312, Acton-Boxborough Junior High School.

8 Adjournment: The meeting adjourned at 9:20 P.M.



James H. Sargent Jr.
Secretary