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

Catherine Belbin
TOWN CLERK, ACTON

Minutes of Regular Meeting, 7:30 P.M., 5 November 1979, Acton-Box-borough Regional High School

ATTENDANCE: Ann Courtright, Joseph Mercurio, James Sargent, Paul DerAnanian, Betty McManus/Acton Housing Authority
Howard Gorney/Counsel, Acton Housing Authority
Charles Rogers, Cleon Phelps, Rosemarie Durkin, Anne Staples, Nellie Campbell, Frank Averett/Citizens Advisory Committee
Donald Biron, Carol Lake/AHA Subcommittee on Tenant Selection
Barbara Yates, Mary Reed/League of Women Voters
Ken DiNisco/DiNisco Associates Inc.

1. In the absence of the Chairman, the Vice-Chairman, Ann Courtright, assumed chairmanship of the meeting.
2. Minutes of the 22 October 1979 Regular Meeting were approved.
3. Contract Discussion - Howard Gorney, AHA Counsel

Howard Gorney stated that he had been devoting a great amount of time recently to legal affairs concerning our Section 8 program and that his contract with the Authority was for Chapter 667 matters only. He asked that the Authority look into ways to compensate him for this additional work and suggested he be paid on an hourly basis at \$65/hour.

After some discussion, it was decided that Betty McManus would look into the Section 8 recommended hourly rate and work out a schedule with Howard Gorney, and that Paul DerAnanian would look into the current rates for similar services. Both will report findings at the next meeting.

4. Executive Session

Betty McManus asked that an Executive Session be held to discuss the general laws pertaining to rental assistance programs.

MOVED: That the Authority go into Executive Session to discuss compliance with the provisions of the general law pertaining to rental assistance programs.

VOTED (By Roll Call Vote):

AYES	- NAYS
Ann Courtright	
Joseph Mercurio	None
James Sargent	
Paul DerAnanian	

The Chairman stated that the Authority would reconvene after the Executive Session.

5. Coordinator's Report

Betty McManus stated that she has 39 applicants on her waiting list for rental assistance units and that HUD has advertised availability of Section 8 funds for additional units. She wishes to apply for additional units and asked the Authority how many we should request.

MOVED: That the Authority should request HUD funding for 30 additional Section 8 Rental Assistance units for Acton.

VOTED.

6. Architect's Report

Requisition for Payment: The Contractor has not submitted a requisition for payment. When it is submitted, the requisition will be reviewed and forwarded for approval.

Construction Progress Report: The pace and activity of construction has increased measurably during the past three weeks. The exterior siding on all buildings (except building #1) will be completed within 10 days. Interior drywall work is completed (except for taping) in 4 apartments and is proceeding at a pace of one apartment every two days. The foundation for building #1 is poured and partial framing has begun.

An up-to-date work-time schedule will be submitted by Congress Construction at the next job meeting.

Change Orders: The Architect submitted for approval C.O. #8 in the amount of \$13,903.00 for the airconditioner knock-out panels. James Sargent was authorized to sign the C.O. subject to DCA approval.

Sign: The Architect requested a decision for the project name in order that sign proposals may be processed. It was agreed that a name would be decided upon within two weeks.

The Architect was informed that Acton has a sign ordinance and that Joan Gardner should be contacted for proper procedure.

The following sign company was highly recommended for work on hand-carved wood signs: Michael McCullough

Northern Lights
Main Street
Acton, Mass. 01720

7. Old Business

Tenant Selection Procedures: Don Biron, Chairman of the Subcommittee on Tenant Selection Procedures, described the pre-registration procedures his committee has recommended, including the Interview Form to be completed by each applicant. He recommended that the Authority take some action on these recommendations so that appropriate notices can be given.

Joe Mercurio read a statement on a recommended point system for weighting of applicants according to length of residence in Acton, amount of income, etc.

The State-appointed member, Jim Sargent, stated that he had this day discussed these recommendations at length with Ms. Fran Pulver, DCA Field Representative for Acton, who made the following points:

- a. The pre-registration procedure is not sufficient, since DCA insists on determining eligibility on the basis of information contained in a completed application. Therefore, on the first day, everyone must be given a Control Number and an application to begin filling out.
- b. The tenant selection process is an administrative function, to be handled only by the Authority and the Executive Director, who should be employed two months before occupancy.
- c. The next item DCA would like to receive is a proposed application form, which they will review and approve or recommend changes.

Don Biron submitted a recommended application form based on that of the Arlington Housing Authority. The Authority directed the Secretary to submit this form to DCA for approval.

8. Secretary/Correspondence

Areawide Housing Opportunity Plan (AHOP): The Board of Selectmen has forwarded to the Authority correspondence between HUD and MAPC which indicates that Acton will benefit substantially from participation in the Areawide Housing Opportunity Plan, which has been accepted by HUD. The Authority's Secretary also presented a letter from HUD soliciting proposals for Section 8 housing, and indicating that such proposals would have to be consistent with an Areawide Housing Opportunity Plan.

MOVED: That the Acton Housing Authority recommend to the Board of Selectmen that Acton now participate in the AHOP.

VOTED.

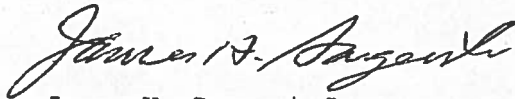
The Secretary will inform the Board of Selectmen of this decision by letter.

Windsor Avenue Abutters' Meeting: The Authority has received a "Notice to Abutters" of the Windsor Avenue site that a hearing will be held at the Town Hall at 7:30 P.M., 6 November 1979, on the petition by Boston Edison to provide underground conduits on Windsor Avenue at the Elderly Housing site. This is a routine

request which will be granted; our attendance is not required.

9. Next Meeting: Monday, 19 November 1979, 7:30 P.M., ABRHS Guidance Library

10. Adjournment: The meeting adjourned at 10 P.M.



James H. Sargent Jr.
Secretary
Acton Housing Authority