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

Lidia R. Ferraro
TOWN CLERK, ACTON

Minutes of Regular Meeting, 7:30 P.M., 19 November 1979, Acton-Boxborough
Regional High School

ATTENDANCE: Robert Storella, Ann Courtright, Joseph Mercurio, James
Sargent, Paul DerAnanian, Betty McManus/Acton Housing
Authority
Anne Staples, Rosemarie Durkin, Ruth Gill/Citizens Advisory
Committee
Mary Reed, Barbara Yates/League of Women Voters
Ken DiNisco/DiNisco Associates Inc.
William Hawkins/Congress Construction Company, Inc.

1. Minutes of the Regular Meeting and the Executive Session of 5 Novem-
ber 1979 were approved.
2. Architect's Report

Requisition for Payment: Congress Construction Company submitted
Requisition for Payment No. 8 in the amount of \$176,415.75.

Work/Time Schedule: William Hawkins reviewed the latest work/time
schedule which indicates that the job will be completed on or about
1 June 1980. Mr. Hawkins said that every effort will be made to
accelerate the work to improve on the June completion date. Based on
this information, the Authority designated 1 July 1980 as the expected
date of occupancy.

Painting Sub-Contractor: White Cap Painters, a minority-owned, filed
sub-contractor, has been directed to perform corrective work on the
exterior trim. The Contractor will do so, but under protest, based on
the contention that the specifications to which he did not conform were
improper. The Housing Authority requested that the Architect attach a
letter of record to this meeting report.

Exterior Siding: The Architect reported that the corrective work to the
exterior siding is proceeding in a satisfactory manner and that repre-
sentatives of Weyerhaeuser Company have been involved in the process.

Potential Change Order: Based on the on-site experience with the
siding, it is recommended that the top siding course at the soffit
receive a sealant. Since this work must be done prior to the exter-
ior painting, work to proceed has been authorized based on a fixed
unit price. As soon as the quantity of work is agreed to between the
Architect and the Contractor, a Change Order will be processed.

Project Security: Paul DerAnanian cautioned that additional security
measures such as site lighting and notification of the police were
important as the project nears completion.

Mac-Gray Contract: The Architect will coordinate with Mac-Gray the
location and size of washer and dryer units in the Community Building.

Progress Report: Five out of the six buildings are framed, sided and ready for exterior painting. The last building is being framed now. The apartment interiors are being prepared for interior finishes such as ceramic tile, doors and finish painting. A sample of kitchen cabinets is in place in Building No. 4.

3. Treasurer's Report

Joseph Mercurio noted that the time between submittance of Congress Construction Company Requests for Payment and Approval/Payment by the Authority is usually more than two weeks. This delay affects timely re-investment of the Authority's funds. Joe asked the Secretary to look into the terms of the Contract with Congress to see whether a tighter schedule of Request/Payment can be arranged.

The Treasurer also noted that we have paid 90% of the costs of Electric Storage Heaters to Control Electric Company (about \$60,000 plus) and we have not been reimbursed by DCA for this expenditure. The Authority directed the Secretary to write DCA requesting reimbursement for these funds.

4. Coordinator's Report

Betty McManus submitted a copy of Proposed Privacy and Confidentiality Regulations for Local Housing Authorities, October 1979, with her comments on what is required of the Authority in its implementation. The Secretary will study the Regulations, discuss them with Betty, and recommend necessary action at the next meeting.

Betty noted that the lease is expiring for the tenant living in Acton on a reciprocal arrangement with the Concord Housing Authority. The tenant wishes to continue holding the certificate and to move to another apartment in Acton. The Concord Housing Authority recommends that we deny this request, as does our Section 707 Coordinator.

MOVED: That the Authority deny the request of the tenant from Concord to seek another apartment in Acton.

VOTED.

5. Old Business

Tenant Selection Procedures: Betty McManus explained her memo to the Authority members, dated 13 November 1979; main thrust of the memo was that she had confirmed with DCA that the Authority must adhere to the Tenant Selection Procedures established by DCA (copy of the Regulations was attached to the memo) and that the Authority would not be allowed to deviate from these regulations.

After some discussion, the following actions were approved:

- a. Paul DerAnanian will draw up a time schedule for Tenant Selection Procedures, based on the 1 July 1980 expected date of occupancy. This schedule will be presented at the next meeting.

- b. The Secretary will request from DCA (1) approval of a system of weighting Acton residents according to length of time in residence;
(2) use of volunteers to assist in processing applications;
(3) opinion on methods of verifying income and assets of applicants.
- c. A press release regarding the Tenant Selection time schedule will be prepared after the next meeting.

6. Secretary/Correspondence

Conference: The Executive Department of the Commonwealth of Massachusetts and Lieutenant Governor Thomas P. O'Neill III are sponsoring a conference on "Neighborhood Strategies in Housing" on Saturday, 1 December 1979 at Harvard University. This is an all-day workshop meeting focusing on the role of community organizations in housing. More detailed information is forthcoming. All Authority members are invited.

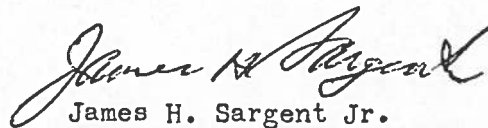
Massachusetts-NAHRO Fall Conference: The Massachusetts Association of the National Association of Housing and Redevelopment Officials Fall Conference will be held on Wednesday, 5 December 1979, at the Sheraton-Tara Hotel, Framingham. Registration fee is \$30. Betty McManus requested approval to attend.

MOVED: That Betty McManus represent the Authority at the NAHRO Fall Conference.

VOTED.

Betty was instructed to inquire into membership procedures.

7. Next Meeting: Monday, 3 December 1979, 7:30 P.M., ABRHS Guidance Library
8. The meeting adjourned at 10 P.M.



James H. Sargent Jr.
Secretary
Acton Housing Authority