

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

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Lynia P. Brown
TOWN CLERK, ACTON

Minutes of Regular Meeting, 7:30 P.M., 17 December 1979, Acton-Boxborough Regional High School

ATTENDANCE: Robert Storella, Joseph Mercurio, James Sargent, Paul DerAnanian, Betty McManus/Acton Housing Authority
Anne Staples, Ruth Gill/Citizens Advisory Committee
Barbara Yates/ League of Women Voters
Ken DiNisco/DiNisco Associates Inc.

1. Minutes of the Regular Meeting of 3 December 1979 were approved.
2. Presentation by Jack Kelly, Control Electric Corporation

Mr. Kelly gave a presentation outlining the description of the Electric Storage Heaters, how they work and the conditions for their use in the Windsor Avenue development. Control Electric Corporation has forwarded a letter to the Architect outlining the specifics of its two-year warranty which will begin from the date of acceptance of the entire project by the Housing Authority. The Architect will forward this information to the Authority for action at their next meeting.

Mr. Kelly also explained that his company would recommend the use of the Electric Storage Heaters (ESH) for temporary heat for use by the Contractor. There are a number of conditions that must be followed and those also have been forwarded to the Architect and the DCA for their review.

Mr. Kelly cautioned that he has observed the bricks stored outside the buildings on the project site. He recommends that the bricks be protected and preferably stored indoors in order to avoid moisture absorption in the units which will affect their efficiency.

3. Temporary Heat at Windsor Avenue

Based on the discussion with the Architect and Mr. Kelly, the Housing Authority took the following actions:

MOVED: To allow Congress Construction Company Inc. to use the following permanent heating elements for temporary heat in the Windsor Avenue project:

- a. Electric Baseboard Radiation
- b. Radiant Ceiling Panel in the Bathroom

VOTED. (Ayes: Storella, Mercurio, Sargent/Abstained: DerAnanian)

MOVED: To allow Congress Construction Company Inc. to use the Electric Storage Heaters (ESH) to maintain adequate temperature in the buildings at Windsor Avenue when the interiors of the apartments are essentially completed, subject to the receipt of a letter of recommendation from the Architect including the written warranty from Control Electric Company.

VOTED. (Ayes: Storella, Mercurio, Sargent. Abstained:
DerAnanian)

The Authority records herein its appreciation to Jack Kelly of Control Electric Corporation for extending the date of the Electric Storage Heater Warranty to begin from the date of acceptance of the entire project by the Authority.

4. Architect's Report

Requisition: Congress Construction submitted for payment Requisition No. 9 in the amount of \$163,782.70.

Graphics: The Housing Authority has established a name for the project as "Windsor Green." The Architect will prepare Contract Documents to receive bids for project graphics and identification signs.

Work Under Protest: The Authority and the Architect discussed the letters of protest by White Cap Painters and Northeast Associates. It was agreed that the Architect would submit a letter explaining the scope of the work, the reasons for this protest, and the procedures involved in a hearing to resolve these matters.

5. Treasurer's Report

The second payment to Dr. Feltus is due at the end of January. The Treasurer will ask the Authority's Counsel to ascertain time and method of payment.

The State Auditors continue to inspect the Authority's records. They will finish during the first part of January 1980.

6. Coordinator's Report

Betty McManus noted that the E. & P. Realty Trust property at Central and Arlington Streets is being converted from apartments to condominiums, and that the Board of Selectmen has asked the Planning Board to look into an orderly process for this type of conversion, since this is the third such conversion in Acton. Question is whether the Authority should make a policy statement on this subject. After some discussion, the Authority decided to table the subject and wait for a Condominium Conversion opinion from the Planning Board.

Betty reported on her attendance at the fall meeting of the Massachusetts National Association of Housing and Redevelopment Officials, Inc., held on 5 December 1979. She has also applied for Authority membership.

Betty submitted quotes for office furniture from three vendors, as requested by the Authority, and noted that the funds (provided by HUD) must be expended by 1 January 1980. The furniture requested includes one (1) desk, one (1) chair, and one (1) legal file cabinet. Low

quote on this equipment was submitted by Quill and Press, Main Street, Acton, Mass., in the amount of \$655.00.

MOVED: To authorize the Authority's Rental Assistance Coordinator to purchase necessary office furniture from Quill and Press, Acton, Mass., in accordance with their price quotation.

VOTED. (Ayes: Storella, Sargent, DerAnanian/Nays: Mercurio)

DCA has applied to administer HUD units in certain areas in Massachusetts and has asked Town officials for opinions. The Acton Board of Selectmen has asked the Authority to assist in this response. After discussion, the Authority directed its Rental Assistance Coordinator to submit a letter to the Acton Board of Selectment stating that Local Housing Authorities are the most responsible agencies for administration of Section 8 Rental Assistance programs, rather than DCA.

7. Secretary/Correspondence

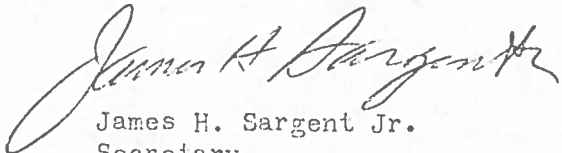
HUD has informed all agencies who registered for the Section 8 Notification of Fund Availability, dated 28 October 1979, that the amount of funding for this program would be minimal. Based on this information, Betty McManus has ceased looking into proposal preparation for this project. (This program is not a part of the Rental Assistance program presently administered.)

The Secretary submitted a letter to Howard Gorney authorizing payment at \$55.00 per hour for Rental Assistance legal counsel. However, Betty McManus noted that she has consulted DCA and HUD on proper fees for these services and has not received an answer as of this meeting. The letter to Howard Gorney will be held until satisfactory responses are obtained from DCA/HUD.

The Secretary has forwarded a letter to DCA informing them of our proposed Time Schedule for Tenant Selection Procedures, as adopted at the meeting of 3 December 1979.

8. Next Meeting: Monday, 7 January 1980, 7:30 P.M., ABRHS Guidance Library.

9. The meeting adjourned at 9:30 P.M.



James H. Sargent Jr.
Secretary
Acton Housing Authority