

ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, April 1, 1985, 7:30 PM, 68 Windsor Avenue

Attendance: Joseph Mercurio, James Sargent, Marlin Murdock, Barbara Yates.
Betty McManus, Anne Puzella, Ann Hosmer/Acton Housing Authority.
Jean Schoch/League of Women Voters

Absent: Leah Nazarian

1. Marlin Murdock, Chairman, called the meeting to order at 7:30 PM.
2. Minutes of the Regular Meeting, 18 March 1985, were approved.
3. Minutes of the Executive Session, 18 March 1985, were approved.
4. The Cash Disbursements for March were approved.
5. Executive Director's Report
 - A. The Director has received two requests from Windsor Green residents to be allowed to paint their apartments. After a brief discussion the Director was instructed to notify the residents that the Authority will purchase the paint and that authorization has been granted for them to paint their units.
 - B. An update on the committee dealing with the homeless in Acton was given by the Director. A discussion followed. The next meeting of the committee is scheduled for April 23, 1985 to review actual statistics. The committee is exploring how to best address the housing needs in Acton.
 - C. The Legal fees have been paid to Dane & Greenberg for services rendered in the collection of back rent due to the Authority by a tenant.
 - D. The Director requested the Board to grant two one bedroom Certificate Holders, Mobile Certificates. The requests are based on the fact that the two individuals are mentally handicapped and need to locate to where their support is and to where their families live. James Sargent moved that the two individuals be granted Mobile Certificates. Barbara Yates seconded the motion and all Members voted in favor.
 - E. The Board was informed that the Authority has received hotel confirmation from NAHRO regarding the Annual Conference to be held in May. Reservations are not at the Sea Crest but will be either at the Sheraton Falmouth or the Shoreway Acres.

- F. An Acton lawyer has contacted the Director to discuss the new "Teller Program". He has expressed an interest and will notify the Authority if he intends to apply in the future.
- G. MMDT is at 8.18 % for March.
- H. The HUD Fraud notices will be sent out to all owners and tenants during the next few months.
- I. A Memorandum from EOCD noting regulations to be followed when documenting the need for a Personal Care Attendant by a handicapped tenant was reviewed.
- J. The Board was informed that the Director is considering the purchase of a Mita Copier for \$1995.

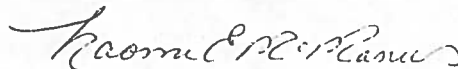
6. Old Business

- A. An update of the 667-2/705-1 grant was given and discussed.
 - 1. Three General Contractors have been notified by the Authority that they were ineligible to bid. The list of eligible contractors and their applications were made available to the Board Members for their review.
 - 2. On April 2, 1985 at 2 PM the sub-contractors sealed bids will be opened at a public meeting in the Authority's office.
 - 3. One addendum has been added to the specs written by the Architect.
 - 4. The Building Permit was finalized and signed by the Chairman.
 - 5. The General Contractor's sealed bids will be opened on April 11, 1985 at 2 PM at a public meeting in the Authority's office.
 - 6. On April 25, 1985 the Authority will vote and award the contract to one General Contractor.
 - 7. The Board reviewed Steve Graham's letter requesting background information regarding the Moody Easement agreement.
 - 8. The Board reviewed a request letter from an abutter of the McCarthy site to meet with the Board. The Director will send a letter inviting the abutter to the May 6, 1985 meeting.
- B. An update on the 689 Grant was given and discussed.
 - 1. There were 20 architects who submitted proposals to rehab the community residence located at 27 Concord Road. The Director has sent an alphabetized list to EOCD for submission to the Designer Selection Review Board. The Authority will receive from the Review Board the names of three architectural firms

rated first, second and third. The Board must then interview the number one firm and if satisfied sign a contract for architectural services.

2. Barbara Yates moved that the Authority sign the Contract for Legal Services for the Chapter 689 Project with Scheier, Scheier & Graham. James Sargent seconded the motion and all Members voted in favor.
 3. Marlin Murdock moved that the Option to Purchase 27 Concord Road be signed as authorized by EOCD. James Sargent seconded the motion and all Members voted in favor.
 4. The Board reviewed the request for payment by Avery Associates for the appraisal services rendered. The Board approved payment on the condition of EOCD's authorization.
- C. The Director requested authorization to increase staff time for the Assistant Executive Director to 40 hours a week and to 30 hours a week for the Secretary/Clerk. Joseph Mercurio moved that the Director be authorized to increase the hours as requested effective April 1, 1985. James Sargent Seconded the motion and all Members voted in favor.
- D. James Sargent moved that the Section 8 Administrative Plan be approved by the Board. Joseph Mercurio seconded the motion and all Members voted in favor.
7. New Business
- A. The Board reviewed NAHRO's Legislative Alert and Bylaw Changes.
 - B. The Board reviewed the new Designer Selection Committee procedures.
8. The Regular Meeting was adjourned at 9:15 PM.
9. The next Regular Meeting will be held on April 22, 1985 at 7:30 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director