

## ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, May 13, 1985, 7:30 PM, 68 Windsor Avenue

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

1. Marlin Murdock, Chairman, called the meeting to order at 7:30 PM.
2. Mel Gadd discussed with the Board his draft report on the Investigational Study of Windsor Green. The Board also reviewed Mr. Gadd's alternative solutions to the physical problems. Leah Nazarian moved that after the Board reviews Mr. Gadd's final report with the preferred solutions as outlined below the Director will forward the study, solutions and cost study to EOCD for approval.  
The preferred solutions are:

A. Install new metal A/C UNIT SLEEVES INTO WALL.

Due to the long term problems associated with the A/C knock out panels as originally designed, and the continual water seepage problem, it is highly recommended to remove the existing exterior trim totally, and open the a/c boxes, to allow the installation of Metal A/C sleeves with covers. Install new wood trim to finish off the a/c metal sleeve, installing proper flashing to insure proper flow of surface water away from the units. This solution is the preferred solution, because it insures that future a/c unit installations will not damage the trim work, nor allow the penetration of moisture to the interior of the walls. It insures a simple installation process for the future when a tenant wants to install a/c unit for their own comfort. The issue that gets presented is that the tenants will be required to purchase a/c units that conform to the size requirements of the a/c sleeve unit installed. A majority of the units manufactured today can accept a wide range of a/c units, which eliminates this potential problem.

- B. Repair the existing deck by jacking the deck back up to the proper position (level) and installing a new support column/post under the end of the cantilivered section. New post would be set in a new footing created by installing a sonotube footing in the ground to the proper depth, bringing it above the grade a minimum of 12" to insure protection from snow build-up.

c. Problems of wood rot on decks due to poor construction detailing.

The other major problem with the decks, in general, is the extensive decay and rotting of the deck boards, as well as the outer portion framing and trim boards on the deck. As discussed earlier, these problems have been created by poorly designed construction details, which have caused water penetration into the wood creating major decay, as well as paint peeling. This has been created at both the outer portion of the decks, especially evident along the fascia board trim members, as well as along the joint where the decks butt into the facade of the building (re: underneath the deck sliding doors). The addendum to the construction contract gave a more detailed sketch of the joint at this location, showing that a minimum of a 1" space should be left for water to flow out and away from the deck. The problem with this is that the 1" space was not enough to allow water flow, especially during the winter months, plus the execution of this detail, in general, was poorly handled on site by the contractor.

The way to correct this situation is to reframe these sections of the decks, as illustrated on the sketches, creating a natural path for the water to flow off of the decks, as well as insure the proper sealing of the wood surfaces of the deck to prevent water penetration, and the eventual rotting situations that this situation creates. The illustrations give the best indication with respect to solving this problem. In general, based upon the visual inspection of the site, a majority of the decks require this work, and should be implemented to insure the proper structural integrity of the decks in the future.

D. PROBLEMS OF DECK POSTS ROTTING AT BOTTOM NEAR GRADE

The solution to this problem is simple, and was suggested previously during the construction period, as part of the documentation reviewed for this study. Existing posts showing signs of rot due to moisture penetration into the bottom portions shall be removed totally where the structural integrity of the post has been seriously impaired. New metal posts shall be installed insuring that the deck level is properly maintained, reusing the existing footings where possible. Posts showing only partial signs of decay, with no major structural impairment shall be repaired as is needed by cutting off bad sections and splicing in new sections of equal size. All splices shall be sealed with wood preservative to insure against moisture penetration. Proper joining to the metal shoes at the footing shall aid in limiting future decay due to water penetration.

Based upon the visual inspection of the entire site, a majority of the decks on site require some level of work to correct present situations that have developed. The extent of the work required at each deck should be determined based upon a detail schedule based upon the level of work to be performed, under the repair program.

The safety issues should be dealt with as soon as possible to insure the protection of the tenants who use these decks.

#### E. WOOD TRIM PROBLEMS

Wood trim problems range from trim boards that show major signs of rot due to moisture decay, to trim work that shows major signs of paint peeling/chalking and the general inability to hold a coat of paint. The following are the possible approaches at correcting the present situation with the wood trim.

Remove all existing wood trim including all exterior door casings, corner boards, and other trim boards totally from the buildings, and replace with new wood trim. New trim to be # 1 Kiln dried lumber, properly installed. All trim to be backprimed with oil based paint to insure protection against moisture penetration. Prime and finish paint all new wood trim using oil based paint using a minimum of three(3) coats (1-prime, 2 finish). Option would be to stain all wood trim, with an appropriate color, giving all trim a minimum of two(2) coats. Use of a high grade, linseed oil based stain would be recommended.

#### F. PAINT PROBLEMS WITH THE DEVELOPMENT

As has been discussed in the earlier sections of the report, the overall problems at the site have been caused substantially by the poor quality of work performed by the original Painting subcontractor on the project.

The mild-dew/fungal growth problem has been caused by the heavy saturation of wood fibres with moisture due to these problems. Prior to any repainting of any surfaces in the project, all surfaces will require major treatment of these surfaces to remove the existing fungal growth, as well as treatment to prevent future fungal growth at the project.

As has been discussed, the specific project location in a humid, moisture saturated environment, in conjunction with the poor quality materials, as well as the poor quality original painting work has reinforced the fungal/mildew growth. The heavily shaded areas at the rear of a number of buildings, contributes heavily to the fungal growth, and therefore must be dealt with accordingly, if the situation is to be prevented in the future.

The type of approach used for future painting and preparation work is contingent upon the methods used for dealing with a number of the other problems discussed (re: trim problems). Despite these specifics, surfaces that remain, and that are not totally replaced shall be cleaned as follows:

Wash with a cleaning and sterilizing solution that consists of the following-

(mixture is the formula for a small batch of the cleansing solution)

3 qts. warm water  
 1 qt. liquid bleach (5% sodium hypochloride)  
 2/3 cup trisodium phosphate (or bo-ax)  
 1/2 cup heavy duty detergent (TSP)

Surfaces should be heavily treated with this solution, using soft bristle brushes to rub the solution into the surfaces to insure removal of the fungus.

Entire surface should then be rinsed with a high powered hose to insure removal of the cleaning solution. All surfaces shall be allowed to thoroughly dry before proceeding with next step in the process. The cleaning process will accomplish the removal of the fungal growth, as well as remove any chalking paint on existing trim that may remain in place.

All surfaces should then be rough sanded either with power sanders or by hand, to insure that the trim surface and clapboard surfaces have a gritted surface to hold onto the new layer of paint.

All surfaces shall be painted (by brush and roller only) with a MILDEW RESISTANT prime paint, manufactured by a number of the different manufacturers. All surfaces shall be covered with a full prime coat using this specific primer. Primer maybe tinted towards the proposed finish color.

Upon proper drying of prime coat of paint, any and all cracks, nicks, or other joints requiring caulking shall be so treated following acceptable, standard practices.

All surfaces then shall receive two(2) coats of finish paint. It is strongly recommended that OIL-BASED paint be used on all surfaces. The paint shall be allowed to properly dry between coats to allow for proper adhesion of the next coat. Light sanding between coats will aid in the proper adhesion of successive coats on all surfaces.

Work shall include the proper sealing of all knots that maybe present on existing trim that remained in place. Sealing of knots with a coat of shellac, and or polyurtheane will prevent future bleeding through of knots.

All painting shall be done, according to the manufacturers specifications, and only when the weather is clear, and the temperature is to remain above 50° F during the day and night time hours.

Work should be performed in strict accordance with a detailed painting specification to insure a finish that will last for a reasonable period of time.

- G. Corrective action to ensure that proper installation of roof ridge vents has been done.
- H. Removal of below ground junction box for sewerage pump to above ground.
- I. Joseph Mercurio moved that the voucher requesting payment for services rendered by Tennant Gadd Associates for \$2700. be paid as stipulated in the signed Architect's contract. James Sargent seconded the motion and all Members voted in favor.

3. Minutes of the Regular Meeting, 6 May 1985, were approved.
4. The Cash Disbursements for the period 7 May 1985 to 13 May 1985 were approved.
5. Executive Director's Report
  - A. MMDT's interest for the month of April is 8.35% while Middlesex Savings is paying 8.00%
  - B. A final application has been submitted for Public Officials Liability Insurance.
  - C. EOCD has informed the Authority that they currently administer one Section 8 Certificate in the Acton area.
  - D. Quarterly financial reports were made available for Board review.
  - E. The Director discussed with the Board the status of a subsidized elderly tenant's assets. The tenant has reported that she will be receiving a cash or property settlement and once the settlement is finalized she will be moving.
  - F. Congressman Atkins will be available at the Town Hall July 13, 1985 at 6 PM to meet with his constituents.
  - G. Barbara Yates moved that the voucher requesting payment for the purchase of a riding lawn tractor be paid to Powder Mill Sports for \$3946.51. Joseph Mercurio seconded the motion and all Members voted in favor.
6. New Business
  - A. The Board reviewed the Executive Director's letter to HUD requesting to exceed the FMR's by 20%.
  - B. EOCD's memo on Asbestos was discussed.
  - C. The Board's acknowledgement of the 24 month Financial Audit of the Section 8 Program was noted.
7. Old Business
  - A. Three of the Board Members have expressed interest in attending the Commissioners Training Sessions at Tufts during the Summer of 1985.
  - B. The Director reported that there is still some confusion over the implementation of the regulations for the New "Teller" Program. EOCD will be conducting a training session at NAHRO's annual meeting in Falmouth to clarify the regulations.
  - C. Update on 705-1/667-2 Project

1. Joseph Mercurio moved that the foregoing resolution be adopted as introduced and read, which motion was seconded by Leah Nazarian and upon roll call the "Ayes" and "Nays" were as follows:

## AYES

James Sargent  
 Joseph Mercurio  
 Marlin Murdock  
 Leah Nazarian  
 Barbara Yates

## NAYS

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The Chairman thereupon declared said motion carried and said resolution adopted.

The following resolution was introduced by Marlin Murdock,  
 read in full and considered:

That the Acton Housing Authority Board of Commissioners empowered Marlin Murdock, Chairman, to sign the Quitclaim Deed for consideration paid, and in full consideration of one and 00/100 (\$1.00) Dollar and grants to Jay M. Moody of 769 Main Street, Lancaster, MA a certain parcel of land shown as "Proposed Parcel 'A'", as shown on a plan entitled, "Plan of land in Acton, MA (Middlesex County) for: Acton Housing Authority", Scale: 1" = 20', June 11, 1984, Joseph W. Moore Co., which plan is to be recorded herewith.

Said Proposed Parcel "A" containing 6,963 square feet, more or less, as shown on said plan and conveyed subject to the Grant of Easement from Jay M. Moody to the Acton Housing Authority to be recorded herewith.

2. James Sargent moved that payment to Joseph Moore Co. for services rendered be made in the amount of \$383.24. Barbara Yates seconded the motion and all Members voted in favor.

3. Leah Nazarian moved that payment to Hughes & MacCarthy for services rendered be made in the amount of \$4025.00 after EOCD has authorized payment. Joseph Mercurio seconded the motion and all Members voted in favor.
  4. The Executive Director listed the items still pending on the 705-1/667-2 Project.
    - a. Building permit
    - b. The Board of Health Septic Permit
    - c. The Blackstone and the Moody Easement agreements recorded at the Registry of Deeds.
    - d. Naming of the access road.
    - e. Awarding and signing of the General Construction Contract once formal approval has been received by EOCD.
- D. Update of Chapter 689 Project
1. Discussion of the Option to Purchase was tabled until the Board moves into Executive Session at the end of the Regular Meeting.
  2. The Executive Director discussed with the Board the pending items that need to be resolved before the purchase of 27 Concord Road is finalized.
    - a. Tenant relocation agreement to be signed by DMH and the Acton Housing Authority.
    - b. A lease to be signed between the vender and the Authority.
    - c. A annual operating budget to be prepared and submitted to EOCD for approval.
  3. Discussion followed regarding the Authority's selection of an Architect for the project.
    - a. Marlin Murdock moved that the Authority reject William Rowe and Associates as the architect for the project and interview the seconded ranked firm as selected by the Designer Selection Board. Joseph Mercurio seconded the motion. The Chairman called for a vote and the motion was defeated.
    - b. Marlin Murdock moved that the Authority hire William Rowe as the architect for the 689 Project. James Sargent seconded the motion. Leah Nazarian requested to amend Marlin's motion to read that the Authority not make any decision on the three ranked finalists until the Chairman discusses with

Bob Nason of EOCD the process and architect's selection by the Designer Selection Board. Marlin Murdock withdrew his original motion.

- c. Leah Nazarian moved to make her amendment a motion. James Sargent seconded the motion and all Members voted in favor.
- d. Joseph Mercurio moved that the Authority accept William Rowe and Associates as the Architect for the 689 Project. Barbara Yates seconded the motion. The Chairman called for a vote. The motion was defeated.
- e. The Executive Director was directed to post a Special Meeting Notice, to be held at 7 AM on May 17, 1985, at the Town Hall for the express purpose of selection or rejection of an architect.
- f. A tentative date of May 22, 1985 at 4 PM was scheduled to interview the second ranked architect.

8. Marlin Murdock made a motion to move into Executive Session for the purpose of discussing land purchase at 27 Concord Road. Joseph Mercurio seconded the motion and the Chairman called for a Roll Call vote.

Ayes

Nayes

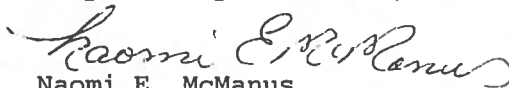
Barbara Yates  
 Leah Nazarian  
 Joseph Mercurio  
 James Sargent  
 Marlin Murdock

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The Chairman announced that the Regular Meeting would not reconvene after the Executive Session.

- 9. The Regular Meeting adjourned at 10:35 PM.
- 10. The next Regular Meeting will be held on June 3, 1985 at 7:30 PM.

Respectfully submitted,



Naomi E. McManus  
 Executive Director