

## ACTON HOUSING AUTHORITY

Minutes of the Regular Meeting, 9 September 1985, 7:30 PM, 68 Windsor Avenue

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

1. Leah Nazarian, Vice Chairman, called the Regular Meeting to order at 7:30 PM. Marlin Murdock, Chairman, then assumed Chair of the meeting.
2. Minutes of the Regular Meeting, 22 July 1985, were approved.
3. Cash Disbursements were approved for the period 7/23/85-9/9/85.
4. Old Business
  - A. 667-2/705-1

1. Bob Lindquist, the Clerk of the Works, updated the Board on the progress of the new complex on Route 2A. He explained to the Board Change Order #1. Barbara Yates moved that the Board approve Change Order #1 in the amount of \$7,182 for extra services rendered by the General Contractor in removing numerous boulders throughout the site on Route 2A. Joseph Mercurio seconded the motion. Marlin Murdock called for a roll call vote:

Ayes

Nayes

James Sargent  
Joseph Mercurio  
Barbara Yates  
Leah Nazarian  
Marlin Murdock

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2. James Sargent and Joseph Mercurio reported to their fellow Board Members on the Job Meetings regarding the construction of the new complex.
3. Gamewell has been awarded the contract to install the Fire Alarm System.
4. Kathy Dennis of Sudbury Gardens has agreed to wait on the installation of a barrier for the present time.

5. The Board was informed that the Town of Acton has waived the electrical and plumbing charges for the hook up at the Route 2A site. The Board discussed that the Chairman should send a letter to the Selectmen thanking them for waiving the fee.
6. The Executive Director has informed the Director of the Board of Health that the General Contractor will use Dursban for termite control in the new buildings.
7. Several laundry Companys have contacted the Authority requesting to submit proposals for the installation of their product.
8. The General Contractor is slightly behind schedule on the percentage of completion.
9. The Authority has been reimbursed by P. & H. Construction in the amount of \$27.14 for telephone charges incurred which are the responsibility of the General Contractor.
10. An abutter to the complex has contacted the Authority asking several questions about the development.
11. The Board acknowledges Julie McCarthy's thank you note regarding the Groundbreaking.

B. Eliot House

1. The Executive Director updated the Board on the current status of Eliot House. EOCD and the Authority's architect are working on concept drawings. Marlin Murdock, Chairman, will send a letter to the Citizen's Advisory Committee welcoming them and outlining their roles in working with the Authority.
2. Eliot House and Eliot Community Mental Health Center have been inspected by the State Licensing Board for their annual inspection. EOCD will be forwarding the report to the Authority.
3. One of the abutters has requested that a fence be constructed to delineate the property line.
4. The Board reviewed Naomi Lerman's letter thanking the Authority and informing the Members she will be leaving The Eliot Clinic. Marianne Matzo will be the new Program Coordinator for Eliot House.
5. Katherine Bovey has left the Concord Area Office of DMH.
6. Leah Nazarian informed the Board on the meeting held with the residents at Eliot House.
7. The Authority will conduct weekly maintenance inspections at Eliot House.

8. Eliot Clinic has been requested by EOCD to submit to them Client Profile Sheets.
9. Joseph Mercurio volunteered to contact the abutter owning land next to 27 Concord Road and explore with them the possibility of deeding the land to the Authority.

C. Update on the 705-1 Program

1. Leah Nazarian updated the Board on the meeting with the Trustees of Yankee Village Condominiums on July 27, 1985. James Sargent and Anne Puzella reviewed with the Board the Annual Meeting of Yankee Village that they attended. The Executive Director informed the Members she has met three times with the rules committee in drafting proposed rules and regulations. After a lengthy discussion the Board instructed the Executive Director to send a letter to the Trustees of Yankee Village stating that the Authority agreed to pay the increased Condo fee covering additional cleaning of the common areas in Section 1 of building 2, but they did not agree to pay the two fines levied against the Authority's tenants by the Trustees.
2. James Sargent and Anne Puzella updated the Board on the Colonial Pines' Annual Meeting as well.

D. Update on repairs at Windsor Green

1. The Executive Director informed the Members that EOCD had verbally notified her that Ken DiNisco, Windsor Green's original Architect, would be the project architect for the modernization work to be done on the complex. EOCD anticipates that the specs will be ready for Public Bid by General Contractors early in January, with repair work to begin in the early spring.
2. Carpenter ants were noted in one area of a knock out (air conditioner) panel. The staff called the Waltham Field Station and were told to use Diazinon in the area. The Field Station farther directed the staff if other areas show an infestation the Authority should consider the hiring of a commercial company to conduct the spraying.

5. The Executive Director's Report

- A. The Concord Housing Authority has requested Acton's permission to house a 707 Certificate Holder in Acton. The Board approved the request based on the Executive Director's recommendation.
- B. The Authority has received EOCD's authorization to reimburse Legal Counsel for the extra services rendered on the 667-2/705-1 Grant.

- C. MMDT is currently paying 7.34% and the Middlesex Savings Money Fund Now Account is paying 7.25%.
  - D. The Acton Housing Authority has submitted a proposal to EOCD for consideration of an Energy Achievement Award. The winners will be announced by EOCD at the Springfield Conference on September 26, 1985.
  - E. Minuteman Home Care Corporation's Annual Meeting will be held on September 18, 1985 at 2 PM.
  - F. The Housing Authority has subscribed to the Housing Affairs Letter for three months at \$53.
  - G. The Acton Fire Department will conduct a Fire Drill on Sept. 12th at Windsor Green.
  - H. HUD notified the Authority that Acton's application for 35 additional Certificates was denied.
  - I. An application for 35 Certificates under HUD's Voucher plan has been submitted in August by the Authority.
  - J. D'Agostine & Levine, a legal firm, has submitted a proposal to the Authority should the Board decide to enter into an agreement with a private developer under the New Teller Program.
  - K. Charlie Landry, maintenance person for the Authority, will be attending a Conference in Falmouth on October 20, 1985.
  - L. An applicant was denied eligibility for subsidized housing due to owing monies to the Authority as a previous subsidized tenant.
  - M. A Phone-Mate was purchased by the Authority to cover the office when it is closed.
  - N. MIIA's luncheon will be held in Hyannis on October 25, 1985.
  - O. Autocall's representative will be meeting with the Executive Director to discuss the invoice for services rendered on September 12, 1985.
  - P. The Authority has signed a contract with Social Security to allow third party verification of their subsidized tenants.
  - Q. Meadowbrook apartments located on Route 2A have been purchased by a Boston based firm.
6. New Business
- A. Barbara Yates reviewed with the Board the plans for the Authority's float in Acton's 250 Anniversary Parade. The Board approved spending \$100 for expenses incurred as a result of the Authority's participation.

- B. Joseph Mercurio moved that the Board authorize the Executive Director to sign the J.T.P.A agreement. Barbara Yates seconded the motion and all Members voted in favor. The agreement will allow young clients to be placed at the Authority's office as a work site with supervision by the Executive Director.
7. The Regular Meeting adjourned at 10:40 PM.
8. The next Regular Meeting will be held on September 23, 1985.

Respectfully submitted,



Naomi E. McManus  
Executive Director