

## Acton Housing Authority

Minutes of Regular Meeting, 14 May 1984, 7:50 PM, 68 Windsor Avenue

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

1. Marlin Murdock, Chairman, called the Regular Meeting to order at 7:50PM.
2. Minutes of the Regular Meeting, 23 April 1984 were approved.
3. Minutes of the Executive Session, 23 April 1984 were approved.
4. Executive Director's Report
  - A. The 707 Rental Assistance Program's FMRs' have been increased to 1 bedroom, \$420, 2 bedroom, \$515, and 3 bedroom, \$592.
  - B. The Board reviewed the quarterly operating statements of the 667-1 and 705-2 Programs.
  - C. Based on a medical condition a relative of a Windsor Green tenant has requested an extension to the three week visitation privilege. Dr. First has sent a letter confirming the medical problem. Leah Nazarian moved that a letter be sent to Dr. First stating that an extension has been granted but once the medical condition is corrected the relative must return to her own residence. Joseph Mercurio seconded the motion and all Members approved.
  - D. EOCD is currently administering three Section 8 Certificates in the Acton area.
  - E. Yankee Village Trustees have negotiated for back payment of Condominium and assessment fees from the Developer of the Condominium. The Trustees have agreed to accept \$20,000 instead of \$27,000.
  - F. The Director is preparing a statement which will outline the extraordinary services rendered by legal counsel regarding the 667-2/705-1 Grant.

G. The following resolution was introduced by Marlin Murdock

\_\_\_\_\_, read in full and considered:

RESOLUTION AUTHORIZING CONTRACT FOR FINANCIAL ASSISTANCE

FOR

STATE-AIDED HOUSING PROJECT, 707

WHEREAS, a form of Contract for Financial Assistance between the Commonwealth of Massachusetts and Acton Housing Authority (hereinafter called the "Authority") relating to State-Aided Housing Project, 707, has been submitted to this meeting providing, among other things, for the guarantee by the Commonwealth of Massachusetts of notes and bonds to be issued by the Authority to finance the cost of said Project, and the payment of annual contributions by the Commonwealth of Massachusetts.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE MEMBERS OF THE Acton (Housing) (~~XXXXXXXXXXXX~~) Authority,

AS FOLLOWS:

Section 1. The Authority shall enter into a contract with the Commonwealth of Massachusetts in the form submitted at this meeting and hereby designated as Document No. #1-84 in the Document Book, and the Chairman, or Vice Chairman, is hereby authorized to execute said contract in the name of Acton (Housing) (~~XXXXXXXXXXXX~~) Authority under its corporate seal, and the Secretary is hereby authorized to attest the same.

Section 2. The Authority hereby requests the Commissioner of the Department of Community Affairs enter into such contract with the Authority and the \_\_\_\_\_ of \_\_\_\_\_ to approve such contract.

Section 3. The Officers of this Authority shall be, and they are hereby authorized and directed, on and after the execution of said contract by the respective parties thereto, to do and perform on behalf of the Authority all acts and things required of the Authority to perform fully all of its obligations thereunder.

Section 4. This resolution shall take effect immediately.

James Sargent moved that the foregoing resolutions be adopted as introduced and read, which motion was seconded by Joseph Mercurio, and upon roll call the "Ayes" and "Nayes" were as follows:

AYES

Marlin Murdock  
Leah Nazarian  
Joseph Mercurio  
James Sargent

NAYES

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

- H. A workshop on the new regulations regarding the 707 Program will be held in Spencer, MA on May 15, 1984.
  - I. Lawn care services for Windsor Green will be done for the 1984 season at \$60. a cut not to exceed \$500.
  - J. An elderly Section 8 Certificate Holder has experienced electrical and plumbing problems in her apartment. The owner has instructed the Director to have the repairs made and deduct the cost from the Authority's monthly share..
5. Old Business
- A. The Director updated the members on the proposed 705-1/667-2 Grant.
    - 1. The Comprehensive Permit has been issued by the Zoning Board of Appeals. The one area of concern is that the orders of condition stipulate the construction be substantially underway by December 31, 1984. Legal Counsel will request an extension of that date.
    - 2. The Board reviewed DEQE's letter to Ms. Tear stating the permit to tie into the treatment plant has been granted.
    - 3. The Director has sent legal counsel a letter outlining the issues that are incomplete.
      - a. The Agreement between the Authority and Blackstone for handling water runoff.
      - b. Filing of an application to DPW for the curb change.
      - c. Finalization of purchase of the property with the family.

- d. Filing the Orders of Condition from the Conservation Commission at the Registry of Deeds by June 11, 1984.
- B. A letter will be sent to the tenant living in one of the Authority's units at Yankee Village advising the family that based on the building inspector's official notification that their request to continue to use a water bed will not be allowed.
- C. EOCB has requested that the Authority resubmit the Modernization Proposal outlining additional information as noted in the Mass Save Energy Audit. Future funding requests must also be incorporated in the application. Leah Nazarian moved that the proposal application for modernization funding for the State aided Elderly Housing of the Acton Housing Authority, Development Number 667-1 in the total amount of \$67,985.00 be submitted to the Executive Office of Communities and Development for its review. Barbara Yates seconded the motion. Marlin Murdock, Chairman, called for a Roll Call vote:

## Ayes

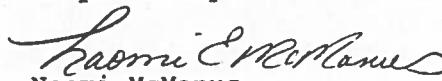
Joseph Mercurio  
 James Sargent  
 Leah Nazarian  
 Barbara Yates  
 Marlin Murdock

## Nayes

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- D. Discussion of computer service provided by Gordon & Marotto followed and the sense of the Board is to table a final decision until the staff attends the NAHRO and Nan McKay conferences on computers.
6. New Business
- A. Barbara Yates will draft a Towing Policy for Windsor Green and have it ready for the Board's review at the next Regular Meeting.
- B. Barbara Yates moved that Marlin Murdock sign the application for Job Insurance for the Authority. Joseph Mercurio seconded the motion and all Members voted in favor.
7. The Regular Meeting adjourned at 10:45 PM.
8. The next Regular Meeting is scheduled for 4 June 1984 at 7:30 PM.

Respectfully submitted,

  
 Naomi McManus  
 Executive Director

## Acton Housing Authority

Minutes of Annual Meeting, 14 May 1984, 7:30 PM, 68 Windsor Avenue

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

Absent: Barbara Yates

1. Marlin Murdock, Chairman, called the Annual Meeting to order at 7:30 PM.
2. James Sargent moved that the current slate of officers be placed in nomination for the coming year. Joseph Mercurio seconded the motion and all Members voted in favor.
3. Executive Director's Annual Report  
May 14, 1984

The Acton Housing Authority is pleased to announce that it has received a "Commendable" performance rating from the Executive Office of Communities and Development for its management systems in place and for its overall performance during the past year in providing safe, decent and affordable housing for Acton's low income elderly and families.

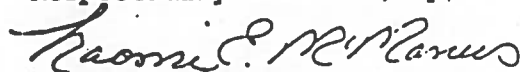
During the year, funds for five new rental subsidy units were awarded to Acton under the Massachusetts Chapter 707 Rental Assistance Program, making a total of 18 such units administered by the Authority, at a total subsidy of \$77,496 annually. The Authority further received 10 additional Section 8 units bringing the Federal Rental Assistance Program to a total of 65 with an estimated annual Federal Contribution of \$257,972. These programs along with the 68 units of elderly/handicapped on Windsor Avenue, the 9 condominium units scattered and the 10 Section 8 "Mobile Certificate" units total 175 subsidized units administered by the Acton Housing Authority.

The Authority has been granted a Comprehensive Permit from the Board of Appeals which will enable the Authority to construct an additional 23 units of elderly and 12 units of family housing to be located on Great Road. The issuance of the Permit is the final step in a process that has taken many months of diligent work with all the Town Boards. The cooperation and assistance of the Town Manager, Selectmen, the many Town Boards and agencies has been greatly appreciated by the Authority. The Board Members are especially pleased to have the advice and support of the Members of the Citizens Advisory Committee on Housing.

The effective administration of these various housing programs is largely due to the Authority's dedicated staff, consisting of Anne Puzella, Assistant to the Executive Director; Ann Hosmer, Clerk; and Charles Landry, Maintenance Laborer/Mechanic.

As the Executive Director of the Acton Housing Authority I expect to successfully meet the challenges and demands throughout the coming year with the continued cooperative support of a dedicated staff and Board as this Authority responds to the housing needs of those unable to afford safe, decent housing in the Town of Acton.

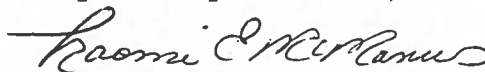
Respectfully submitted by,



Naomi E. McManus  
Executive Director

4. James Sargent moved to accept the Executive Director's Report. Joseph Mercurio seconded the motion. All Members voted in favor.
5. At 7:45 PM the Annual Meeting adjourned.

Respectfully submitted,



Naomi E. McManus  
Executive Director