

ACTON HOUSING AUTHORITY

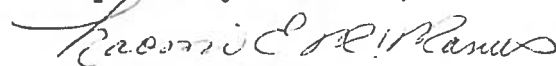
Minutes of the Regular Meeting, 5 November 1984, 7:30 PM, 68 Windsor Avenue

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

1. Marlin Murdock, Chairman, called the meeting to order at 7:30 PM.
2. The Minutes of the Regular Meeting, 22 October 1984, were approved.
3. Old Business
 - A. Italo Visco updated the Board Members on the design changes for the new elderly/family complex. These changes were necessary as his firm was instructed by EOCD to reduce the overall cost of the development. He assured the Board that the reduction of the elderly's porch area and 150 sq. ft. in the family unit would not effect the size of the living area as outlined in the original drawings.
 - B. The Executive Director informed the Board that to date six architectural firms have requested proposal information regarding the investigational study to be done at Windsor Green. The final submission date for completed proposals is November 19, 1984 at 4 PM.
 - C. King Harvey, EOCD's Architect, has not completed his report regarding the feasibility of the Authority purchasing a group home located on Concord Road with Chapter 689 funds.
 - D. The Director informed the Board that purchase orders totalling \$2,396 for fluorescent lamps, adapters and reflectors have been placed with two lighting companies. The Authority will pay this expense from the Energy Grant funds awarded by EOCD. The Director assured the members that although the new lamps will reduce the energy consumption throughout the complex the level of light will not be reduced.
 - E. A discussion of EOCD's Conference followed with Staff and Board Members informing those who were unable to attend of the topics discussed.
4. Executive Director's Report
 - A. A review of the comparative budget of all housing programs administered by the Authority was done.

- B. The Board was informed of two problems regarding tenants subsidized by the Authority. The Members reviewed the Director's recommendations and concurred. The Director will inform the Board of the outcome of both matters on November 19, 1984 at the Regular Meeting.
 - C. Acton's Assistant Town Manager has sent a letter informing the Authority that after the first of the year the matter of Ambulance charges to low income in Acton will be studied.
 - D. EOCD has awarded Acton an additional 12 Certificates under the 707 Program, which brings the total to 34 Certificates.
 - E. Proposal requests for Acton's 24 month HUD financial audit have been sent to five firms. The due date for submission of completed forms is December 31, 1984.
 - F. A cost comparative for the Section 8 Fidelity Bond has been requested from two firms.
 - G. "The right to know law" regarding toxic substances employed by the Authority is currently underway.
 - H. A request to purchase a new refrigerator for one of the Condo units at Colonial Pines was submitted to EOCD.
 - I. The Acton Housing Authority has been informed by EOCD that there is one Section 8 Certificate Holder placed in the Acton area.
 - J. A discussion of the new format for Members to review the Authority's monthly dispersements followed.
 - K. The Director informed the Board that the absence of emergency bell cords in individual units at Windsor Green has been discussed in the Community recently. Although EOCD did not allow the installation of bell cords at Windsor Green, the Board felt that they would instruct the architect to investigate what would be the cost to have them installed in the new complex.
5. New Business
- A. Joseph Mercurio will attend the Affirmative Action in the Eighties Seminar in Framingham on November 28, 1984.
 - B. The Board tabled a discussion on adopting a Procurement, Disposition, Capitalization and Investment Policy until November 19, 1984. The Chairman asked all the Members to review the sample policy and be prepared to discuss it at the next meeting.
6. The Regular Meeting was adjourned at 10:45 PM
7. The Next Regular Meeting will be held 19 November 1984 at 7:30 PM.

Respectfully submitted,



Naomi E. McManus
Executive Director