

Acton Housing Authority

Minutes of the Regular Meeting, 19 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.

1. Marlin Murdock, Chairman, called the meeting to order at 7:35 PM.
2. The Minutes of the Regular Meeting, 5 Novmeber 1984, were approved.
3. The Board approved the Cash Dispersements.
4. Executive Director's Report
 - A. The Director reviewed the problems facing the Falmouth Housing Authority as stated in the Globe article, November 11, 1984.
 - B. Mass Municiple Depository Trust interest rate for November is 10.65% while Middlesex Money Fund is 9.75%.
 - C. The Board was informed that EOCD has awarded the Authority energy conservation funds for lighting, \$6,200 and \$1,825 for thermostats.
 - D. The Board reviewed a tenent's letter outlining how she plans to reimburse the Authority for back rent due. Marlin Murdock moved that the Executive Director contact the Authority's attorney for a legal opinion on resolving the matter. Leah Nazarian seconded the motion and all Members voted in favor.
 - E. A memo from Ms. Henriquez on her temporary leave from EOCD was noted.
 - F. A memo from Carole Collins informing the Housing Authority that until EOCD's Management staff is back to full staffing site visits will be suspended.
 - G. Joseph Mercurio will be attending the one day seminar on Affirmative Action in the Eighties.
 - H. A review of the 24 month HUD Field Audit Report followed. The two findings which were outlined in the audit report were discussed. The Director informed the Board that a letter will be sent to HUD acknowledging the report and the corrective actions to be taken by the Authority.

5. Old Business

- A. The Board reviewed proposals submitted by Architects for the investigational study at Windsor Green. Barbara Yates moved that the two proposals, Interact and Tennant Gadd Associates, along with the anticipated proposal from Putnam Associates be forwarded to EOCD for their review. A letter explaining that Putnam Associates was mailed express mail on November 19, 1984 and did not arrive by the dead line of 4 PM will be included. James Sargent seconded the motion and all Members voted in favor.
- B. The Executive Director reviewed the current status of the elderly/family housing with the Board.
1. The Acton Conservation Commission has given verbal approval to increase the pipe size and the drainage into the brook on Great Road. The Orders of Condition will be written on November 21, 1984 by the Commission.
 2. The Director will contact the Engineering Company for an update on the State's DPW review to allow a tie in to the State's drainage system on Great Road.
 3. A letter will be sent to our Attorney requesting he file the Moody Easement Agreement with the Registry of Deeds.
 4. The Citizen's Advisory Committee will be invited to the December 3, 1984 Board Meeting to review the final complex drawings with the Board and Architect.
- C. A final Board discussion on the adoption of a Procurement, Disposition Capitalization and Investment Policy was tabled until a final draft can be presented by the Director.
- D. James Sargent updated the Board on EOCD's staff architect's review of the Concord Street house. The architect felt that the Board should submit the proposal for 689 funds to purchase and rehab the facility. A discussion followed between Board Members and staff on the general maintenance once the Authority owns the building.

6. New Business - none noted

7. The Meeting adjourned at 9:55 PM.

8. The next Regular Meeting will be held on 3 December 1984 at 7:30 PM

Respectfully submitted,

Naomi E. McManus

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Executive Director