

ACTON HOUSING AUTHORITY

Minutes of Regular Meeting, 7:30 P.M., 16 May 1983

Attendance: Marlin Murdock, Ralph Peek, James Sargent, Marianne Maguire,
Joseph Mercurio, Betty McManus, Anne Puzella, Barbara Yates/
Acton Housing Authority
Jean Schoch/League of Women Voters
Armand Dufresne, Sandy Bayne/Planning Board

1. Ralph Peek, Chairman, called to order the Regular meeting at 7:30 P.M.
2. Minutes of Regular Meeting, 25 April 1983 approved with the correction of Jean Schoch representing the League instead of Mary Reed.
3. Minutes of Executive Session, 25 April 1983 approved.
4. Minutes of Special Meeting, 4 May 1983 approved.
5. Minutes of Executive Session, 4 May 1983 approved with the correction of Jim Sargent's name.
6. Armand Dufresne and Sandy Bayne from the Planning Board met with the members of the Authority to discuss the changes in the proposed Zoning By-Laws. They both asked the members to review the changes and, if they had any questions, to get back to them before they are presented at the Special Town Meeting in the Fall. They also asked the members for their support at the Town Meeting.

Changes in Zoning By-laws which affect the Housing Authority:

- A. Definition of Family: an individual or one or more persons related by blood, marriage, adoption, or guardianship, or not more than six persons not so related, occupying a dwelling unit and living as a single, housekeeping unit.
- B. Classification of Districts. For the purpose of the Zoning By-law, the Town will be hereby divided into classes of zoning districts:
 1. Residential Districts -- R-2, R-4, R-8.
 2. Business Districts -- Village Center, Business and General Business.
 3. Industrial Districts -- Light Industrial and General Industrial.

C. Under Classification of Residential uses:

1. Section 3.3.2 -- Single Family Dwelling with an apartment. An existing single-family dwelling may be altered and used for not more than two dwelling units provided the apartment unit occupies no more than one-third of the gross floor area of the single-family dwelling and either the single-family dwelling or apartment is occupied by the owner of the property. (Previous By-law stated the apartment dweller had to be a family member.)
2. Section 3.3.4 -- Community Housing Facilities. The use of land, building and structures by the Acton Housing Authority for single-family detached (other than one single-family dwelling or lot which may be used in accordance with subsection 3.3.1) and attached dwellings and multi-family structures of all types.

D. Armand asked the Board if they could substantiate a need for apartments to be added to single-family homes. The Executive Director stated there are over 45 elderly on Windsor Green's waiting list. It was further stated the Authority was compiling statistics to show the actual number of rental units in Acton and that the 1980 Census of a 7% vacancy rate of apartments was not a true picture of the vacancy rate for Acton.

E. The Executive Director asked if the Planning Board could give any thought to helping the Authority meet the housing shortage by requiring housing to be set aside when a developer is issued a subdivision permit. Armand stated he would work with the Authority towards that goal.

7. Ralph Peek, Chairman of the Authority convened the Annual Meeting of the Acton Housing Authority at 8:30 P.M. The Executive Director's Annual Report was deferred until June 6. Joseph Mercurio moved that the present officers continue in their positions for the next year:

Ralph Peek, Chairman
 Marlin Murdock, Vice-Chairman
 Marianne Maguire, Secretary
 James Sargent, Treasurer
 Joseph Mercurio, Member

Jim Sargent seconded the motion; all five members voted in favor of the motion.

Annual meeting adjourned at 8:50 P.M.

8. Executive Director's Report:

- A. Board informed Mass Save will be conducting energy audits on two of the Condos owned by the Authority at Parker Village.

- B. Memorandum from Amy Anthony requesting the Authority's cooperation in organization of community or neighborhood clean-up programs was noted.
 - C. Administrative Ruling of the Commissioner, Department of Labor and Industries, concerning awarding of asphalt contracts was discussed.
 - D. Thank-you letter from Owen Kantor, Supervisor, Service Coordinator, from Concord area Office of DMH to the Executive Director and Assistant for speaking on various housing programs available in the area.
 - E. A letter from Paul Thomas of the Acton Clergy Association acknowledging the Authority's letter to the clergy regarding the need for emergency housing in Acton. Reverend Thomas felt that in the Fall of 1983 the Association would have a meeting to discuss the issue.
 - F. EOCD has returned the 707 ACC increasing the annual grant monies.
 - G. Executive Director will be contacting the Municipal Worker's Compensation to verify that the rates under this policy are less than the one the Authority currently holds.
 - H. NAHRO's Annual Conference will be May 22 thru May 25.
 - I. Board informed of available funds for elderly and handicapped under HUD's 202 Program. The Authority is not eligible to apply for these funds; only non-profit organizations are eligible.
 - J. Accountant's unaudited report for period ending 3-31-83 available for Board review.
 - K. Board informed of State Street Banking service for Local Housing Authorities. The sense of the Board was to leave the Authority's monies in the current banking accounts.
 - L. Jim Sargent moved that the Board accept the recommendation by the Executive Director to hire Cathy Desfosse' as the clerk/typist for 20 hours a week. Joe Mercurio seconded the motion; all members voted in favor.
9. Old Business:
- A. Board noted report on the Authority's 24-month Financial Audit of the Section 8 Program. A letter has been sent to HUD stating corrective actions on the two findings are being taken.
 - B. Executive Director presented to the Board policies regarding Procurement, Disposition, Capitalization and Investment for their review. A formal vote was deferred until the next Board Meeting.

- C. A press release will be sent to Mass Save stating the Authority's goals in meeting the energy challenges of the future. Mass Save Will contact the three area newspapers to set up a Press Conference and will distribute the Authority's press release.
 - D. Ralph Peek updated the Board on the current status of the 705-1/667-2 Grant. He stated the Authority has requested a meeting with EOCD to discuss the continued viability of the McCarthy site.
 - E. Section 8 Management review finding has been officially closed by HUD.
 - F. EOCD currently administers four (4) Section 8 units in the Acton area.
10. New Business
- A. President of Tenant's Organization has requested a key so that he could let the residents of Windsor Green in when they are locked out. The Board denied the request.
 - B. EOCD's memo on "Glassheat" was reviewed.
 - C. Memorandum relating to EOCD's Affirmative Action Policy was discussed.
11. Jim Sargent moved that the Board move into Executive Session, according to the MGL Chapter 30A subsection 5 and for the purpose of discussing an individual resident living at Windsor Green; motion seconded by Marlin Murdock. Ralph Peek, Chairman, called for a roll call vote:

AYES

Marlin Murdock
Ralph Peek
Jim Sargent
Joe Mercurio
Marianne Maguire

- 12. The Chairman announced that the Regular Meeting would not reconvene after the Executive Session.
- 13. Next Regular Meeting will be June 6, 1983 at 7:30 P.M.

Respectfully submitted,

Naomi E. McManus

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Executive Director