

ACTON HOUSING AUTHORITY  
 BOARD OF COMMISSIONERS MEETING  
 68 WINDSOR AVENUE, ACTON MA 01720  
 MINUTES July 25, 2006



Present: Bernice Baran, Ken Sghia-Hughes, Dennis Sullivan and Robert Whittlesey  
 Also Present: Kelley Cronin  
 Absent: Jean Schoch

Mr. Whittlesey called the meeting to order at 7:35 PM.

1. Ms. Baran made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

*Approve the minutes of the June 27, 2006 meeting.*

2. Executive Director's Report  
 Ms. Cronin reported on resident, staff and voucher holder issues.
3. Old Business  
 Ms. Baran updated the Board on ACHC activities and Mr. Sghia-Hughes updated the Board on CPC activities.

Ms. Cronin presented the response to the scope of work needed for a new roof at 27 Concord Road in Acton.

Mr. Sullivan made a motion which was seconded by Mr. Whittlesey and unanimously voted in the affirmative to:

*Approve the proposal of Partridge Roofing in the amount of \$3,950.*

The Board asked Ms. Cronin to check references on Partridge Roofing and if the references were good then she could notify them that they had been selected to replace the flat roofs at 27 Concord Road.

4. New Business  
 Ms. Cronin presented three proposals for management information systems and recommended PHA Network which was the cheapest, easiest and locally based. Mr. Sghia-Hughes made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

*Contract with PHA Network for their services at a price of \$3,684/year and for an additional \$880 for training costs.*

Ms. Cronin also presented the Board with a proposal to set aside funds for data entry to get the new computer system operational. Ms. Cronin proposed that, Doreen LeBlanc, office administrator, perform the data entry services. Ms. Baran made a motion which was seconded by Mr. Sullivan and unanimously voted in the affirmative to:

*Hire a data entry person for 37.5 hours for no more than \$1,029.*

The Board reviewed the draft RFP for a Housing Consultant and made suggestions for changes/additions. Ms. Cronin will bring the revised proposal to the next meeting.

5. June Voucher

Mr. Sullivan made a motion which was seconded by Ms. Baran and unanimously voted in the affirmative to:

*Approve the June voucher.*

Mr. Whittlesey adjourned the meeting at 9:30PM.

Respectfully submitted,



Kelley A. Cronin,  
Executive Director